

## FY18 Period G Checklist

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### Change Log

Date	Section Number/Name	Change Description
3/26/18	Overall document	Updated for FY18

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## **Period G (Graduate)**

For Period G, all City, Local, Exempted Village school districts are required to report data for Period G.

JVSDs and ESCs are not required to report Period G records.

For Period G, we collect the data on students who graduated anytime during the 17/18 school year as well as students who will graduate over the summer prior to the start of the 18/19 school year.

99% of Period G work will take place in the 17/18 school year. One exception is students who graduated during the summer after July 1<sup>st</sup>.

Once the 17/18 school year ends and you've moved to 18/19 as your default school year, data in 17/18 Period S will still be accessible for corrections and reporting completion. At that time, you may also begin updates for 18/19 Period S First Window and the FY18 Period G reporting. Period G reporting affects the Local Report Card so it is important to complete reporting in a timely manner.

For students taking courses in the summer of 2018, manual course history records should be entered in 17/18.

Period G processes appear on a separate menu rather than the normal EMIS menu.

StudentInformation > EMIS

### EMIS Menu

Please make a menu selection

<a href="#">Assessment Reporting Collection (A)</a>	<a href="#">Student Reporting Collection (S)</a>
<a href="#">Calendar Reporting Collection (C)</a>	<a href="#">Student Verification</a>
<a href="#">Grad Progress Reporting Collection (R)</a>	<a href="#">Verify EMIS Run Requests</a>
<a href="#">Graduate Reporting Period (G)</a>	<a href="#">Verify Special Education</a>
<a href="#">Maintenance</a>	<a href="#">Verify/Update and Transfer</a>
<a href="#">Staff/Course Reporting Collection (L)</a>	

StudentInformation > EMIS > Graduate Reporting Period (G)

### Graduate Reporting Period (G)


Please make a menu selection

<a href="#">Review District EMIS Run Requests</a>	<a href="#">Verify Update/Transfer Period (G)</a>
<a href="#">Student Graduate CORE Summary Maint</a>	

## 1<sup>st</sup> Set of Tasks: Tasks that can be completed before school is finished

SSST highly recommends the following eight tasks be completed before school is out.

### Task 1 – Bulk Update CORE Summary Records (Optional)



A bulk update process is available to allow you to quickly mass update the Core Subject Area value and/or the Dual Credit Checkbox on course records or manual course history records. Each course to be counted for high school credit must have a Core Subject Area value. In addition, any course that is considered a Dual Credit course must have the Dual Credit flag updated before the college credit amount earned may be updated for students earning dual credit.

Refer to the **Bulk Update Core Subject Area or Dual Credit** Step by Step and the **Bulk Update Manual Course History Core Subject Area or Dual Credit** Step by Step for further instructions.

The process may be run in 17/18 to catch any new courses that may have been added.

## Task 2 – Flag Courses and/or Course History with Dual Credit Option

Students who are taking courses that have been approved under the Articulation Agreement through the College Board of Regents for both high school credit and college credit, should have the 'Dual Credit' value reported as part of their Core Summary (GC) Record.

This field can be updated on the General tab in Courses for the course.

The screenshot shows a web application interface for managing courses. The breadcrumb trail is: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses. Below the breadcrumb, there is a navigation bar with tabs: General (selected), Marks, Miscellaneous, EMIS, and Pre/Co-requisites. There are also buttons for '< Prev: 1111' and 'Next: 1112BPL >'. A message states: 'While the Code can be up to 15 characters, 10 characters or less is recommended.' The form contains the following fields: Code: 1112, Abbreviation: 1112, Name: CP ENGLISH 9, Short Name: CP ENGLISH 9, Description: (empty text area), Hours of Instruction: 144, Scheduling Priority: 8. Below these are several checkboxes: Display on Public Module (checked), Is High School Credit (checked), Roll course to next year (checked), College Prep (checked), Display on ParentAccess (checked), Is Active (checked), Is In Update History (checked), Core Course (checked), and Dual Credit (checked). A red arrow points to the 'Dual Credit' checkbox. At the bottom are 'Save' and 'Cancel' buttons.

'Course is Dual Credit' is available to view on each student's Course History Summary to see if the student received Dual Credit for a course.

Additionally, when adding Manual Course History for a student, the Dual Credit option is available to be checked for that student's record.

The screenshot shows a form with several checkboxes: Is High School Credit (checked), Include in GPA (checked), Include in Total Credits (checked), Include in Honor Roll (checked), Counts for Graduation (checked), In Graduation / Eligibility (checked), Is Honors Course (unchecked), Is Dual Credit (checked and highlighted in yellow), and Is College Prep (unchecked). Below the checkboxes are two input fields: 'School IRN:' and 'School Description:'.

## Task 3 - Update Student College Credit values for Dual Credit Courses

For any student who earned transcribed college credit for Dual Credit, update the college credit amount students earn. The college credit earned will be reported on the GC Core Summary Records. The college credit amount must be the transcribed college credit amount that will appear on the student's college transcript. Use the College Credit Management page to update the values based on the courses and/or manual course history records flagged as dual credit courses. Students must earn a passing mark in the course. **Courses must be marked 'Dual Credit' to be included on the College Credit Management course sections.**

1. Change Context to the building level and 17/18.
2. Navigate to **StudentInformation » Management » Ad-Updates » College Credit Management**

### EMIS Student Tab Updates

3. On the **EMIS Student** tab, select the dual credit Course whose college credit value you want to update for any student.
4. In the course Sections drop-down list, select the appropriate course section for which you want to perform the update.
5. Select the Check box in the row of each student whose college credit you want to update for the selected course section. (You can also select **Check All** to select all students).
6. Enter the college credit for the selected students using one of the following methods:
  - A. Update selected students individually:
    1. In the row of each student, in the **College Credit** column, enter the college credit the student earned in the course section.
    2. Click **Save Selected**.
  - B. Bulk update selected students:
    1. In the text box above the grid, enter the amount of college credit earned by all of the selected students.
    2. Click **Bulk Assign & Save Selected**.

Check All	Student Number	Student	Grade	College Credit
<input type="checkbox"/>	5	Max	12	<input type="text"/>
<input type="checkbox"/>	5	Samuel	12	<input type="text"/>
<input type="checkbox"/>	5	Anne	11	<input type="text"/>

## Manually Entered Courses

1. On the **Manually Entered Courses** tab, when the tab is selected, any student who has a manual course history record with the College Credit flag set will appear on a grid on the page.
2. Select the Check box in the row of each student whose college credit you want to update for the selected course section. (You can also select **Check All** to select all students).
3. Enter the college credit for the selected students using one of the following methods:
  - A. Update selected students individually:
    1. In the row of each student, in the **College Credit** column, enter the college credit the student earned in the course section.
    2. Click **Save Selected**.
  - B. Bulk update selected students:
    1. In the text box above the grid, enter the amount of college credit earned by all of the selected students.
    2. Click **Bulk Assign & Save Selected**.

StudentInformation > Management > Ad-Hoc Updates > College Credit Management

### College Credit Management

From this screen, you can update college credit values for courses that are marked dual credit.

EMIS Student | Manually Entered Courses

Save Selected | Bulk Assign & Save Selected

<input type="checkbox"/> Check All	Student Number	Student	Grade	School Year	Course	CORE Subject Area	College Credit
<input type="checkbox"/>	6	Danielle M	11	2017-2018	3008 - Chemistry CCP		<input type="text"/>
<input type="checkbox"/>	6	Danielle	11	2017-2018	1201 - Eng Comp I CCP	ENG	<input type="text"/>
<input type="checkbox"/>	6	Danielle M	11	2017-2018	4004 - Am Govt/Pol CCP	SOO	<input type="text"/>




## Task 4 – Run CRSE report to verify courses are marked appropriately

All courses that earn High School Credit and are EMIS reportable need a CORE Subject Area value.

1. Change Context to the building level and 17/18.
2. Navigate to : **StudentInformation » SIS » Scheduling » Scheduling Reports » Course Curriculum (CRSE)**.
3. In the **Course Type** dual select, choose the course types that count for high school credit. (Course type examples: Class, Satellite, PS, ESC, etc.)
4. Leave the other dual selects empty except for **Fields To Display** dual select.
5. In the **Fields To Display** filter pull the following fields over to the right:

Credit Units
Department
Hours of Instruction
Is High School Credit
Report To EMIS
Subject Area
CORE Subject Area
EMIS Subject Area for Credit
Area Of Study
EMIS Subject Code

6. Choose the report sorting options in the **Fields To Display** filter.
7. Click  .
8. Wait for the report to complete on the screen.
9. Review the report for courses missing CORE Subject Area values and update accordingly.

## Task 5 – Add/Update Student Memberships (Programs) for Graduation Pathways



ODE Change 60226 for FY18 requires that graduating students using one of the 'additional pathways' will need to be reported with a program code indicating which additional pathway was used. The codes have not yet been released to vendors, so this item will be updated once we have all the pertinent information.



## Task 6 - Update Graduation Date and Diploma Type



Use the EMIS FN Graduate Detail Report under Ad Hoc Reports to verify values to be reported for graduates.

The Graduation Date and Diploma Type fields may be updated during any time during the school year but *will not* be reported until Period G.

### **JVS Students:**

The JVS does not need to fill in a Graduation Date and Diploma Type. Only the resident district reports the Graduation Date and Diploma Type for students attending the JVS. However, the JVS does need to withdraw the graduating students with a withdraw code of 99.

The JVS should withdraw non-pub students with a '42' Withdrawal Code and homeschooled students with a '43' Withdrawal Code even if they are graduating.

### **Contract Vocational Students:**

- The contract vocational district should report the withdraw date and code of 99 if the student will be graduating from the resident district. In other words, even though the contract vocational district isn't issuing the diploma, ODE advises the withdraw code should be 99.
- If the student isn't graduating and returns to the resident district, the contract vocational school withdraws the student with a code of 41.

### **Graduating Underclassmen:**

Any non-senior who will be graduating needs to have his/her graduation date manually entered. If your district considers an 11<sup>th</sup> grade graduate to be a 12<sup>th</sup> grader upon graduation, update the State Equivalent field on the FD tab to 12. Don't forget to change the student's EMIS Grade Next Year on the FN tab to GR.

### **Students Graduating Elsewhere:**

For those seniors who are residents of your district attending elsewhere and graduating from another district (such as open enrollment students), do NOT report a graduation date or diploma type. These students will need to be withdrawn with a withdraw reason of '41' or '45' and the Withdrawn to IRN should be the district they are graduating from. This applies to any senior attending elsewhere as open enrollment, special education cooperative, tuition students and proprietary school students. The resident district should either use their own senior withdrawal date or their own last day of school and not the attending school's withdrawal date.

### **Students who pass course requirements, but not the OGT in 17/18**

For yearend reporting, if there is a possibility the student will take the test over the summer, the district should keep the student enrolled in 17/18 and promote him to the

18/19 school year. Next Update the student's **EMIS Grade Next Year:** on the FN Attributes Tab to grade level '13' for period S Final window reporting.

- **If the student takes and passes the test over the summer**  
The student must be reported as a summer graduate in period G.
- **If the student doesn't take or pass the test and doesn't enroll in courses in 18/19**  
Report the student as a summer withdrawal (withdrawing the student in the 18/19 school year) with a withdrawal reason code of '75'.
- **If the student doesn't take or pass the test but enrolls in courses in 18/19**  
Do not withdraw the student. Report the student in 18/19 with Grade Level '13' on the FD Attributes Tab.

**Early Graduates:**

Students who graduated after October Count Week but before the end of the school year should already be withdrawn using code 99 and have their Graduation Date and Diploma Type filled in if they graduated from your district.



StudentInformation > Management > School Administration > Student Codes Administration > Student Status Codes

### Student Status Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to student status codes.

[Add Status Code](#)

	Code	Name ▲	Overall Student Status	Description	Active
	A	ACTIVE RES	Active	ACTIVE RES	
	D	DELETED	Deleted	DELETED	
	EG	Early Graduate	Active	Early Graduate	
	I	INACTIVE	Inactive	INACTIVE	
	J	JVS	Active	JVS	
	V	Non-Pub not served	Inactive	Non-pub students that have been identified but are not being served or reported to EMIS	
	N	NON-RES	Active	NON-RES	
	O	OTH NONRES	Inactive	OTH NONRES	
	Q	OTH RESIDE	Inactive	OTH RESIDE	
	R	RES A/ELSE	Inactive	RES A/ELSE	

Show Active Only

(Optional) Create a student status code named EG : Early Graduate with an overall status of Active. Assign this status code to all early graduates so the students will still be included in the GPAs, honor roll and ranking even though they are withdrawn.

### Late Graduates:

Students who have not finished their coursework by the district's graduation date, but who do finish their course work and graduate before the 1<sup>st</sup> day of the 18/19 school year are reported in Period G.

- Students who graduate on or before June 30, 2018 are reported in S if possible as being withdrawn and will not be reported in the first window for period S in the 18/19 school year.
- Students who graduate after June 30, 2018 need promoted to 18/19 and reported in 18/19 period S First Window as summer withdrawals.

### Continuing Special Ed Students

If all the following are true, use 23 as the EMIS Grade Next Year and *do not* report a graduation date.

- Student has a disability condition
- Student completes educational requirements
- Student elects to remain in the district for further training
- Student is under age 22
- Student has not graduated

### On-time Graduating Students:

Use Bulk Update to update Diploma Type and Diploma Date. The Power Withdraw option may be used for these students prior to the end of the school year. Best practices would indicate that this option should be applied no more than 10 days prior to the end of the school year.

### Manually update the Graduation Date and Diploma Type fields:

1. Navigate to **StudentInformation** » **SIS** » **Student** » **Edit Profile**
2. On the **FN-Graduate** tab, fill in the student's graduation date in the **Graduation Date:** field.
3. Next select the appropriate diploma in the **Diploma Type:** dropdown.
4. Click **Save**.

### Bulk update Graduation Date:

1. Change your context to the building level and the current school year.
2. Navigate to **StudentInformation** > **Management** > **Ad-Hoc Updates** > **Update Graduation Date**.
3. By default, only students with an EMIS Grade Level of 12 are updated. All other grade levels will need to be updated manually.
4. Select the applicable status codes in the **Select the Student Statuses to be included:** dual select.

- In the **File Download Options** section select
 

CSV

Download
- Enter the graduation date in the **Graduation Date:** field.
- If **Override Existing:**  is marked, any student who is a 12<sup>th</sup> grader and matches the status codes selected above will have their graduation date updated.
- Next select  **Verify** in the **Run Type:** section.
- Click Submit. View the output file and verify the students who will be updated with the correct date.

Building	StudentNu	DisplayName	StudentSt	EMISGrad	Previous Graduation Date	Previous Graduation Address	Address2	City	State	Zip
FLHS	12341	Student102947, DANIAUN	ACTIVE	RE	12	6/2/2011 0:00	2011 645 S Main St	Lima	OH	45804
ELHS	11002	Student103816, JESSICA	ACTIVE	RE	12	6/2/2011 0:00	2011 645 West 4th	Youngstown	OH	44512
LLHS	10886	Student102972, JAYLEN	ACTIVE	HL	12	6/2/2011 0:00	2011 645 S Main St	Lima	OH	45804
FLHS	10803	Student103544, AARON	ACTIVE	RE	12	6/2/2011 0:00	2011 645 S Main St	Lima	OH	45804
ELHS	11160	Student103132, ASHLEY	ACTIVE	RE	12	6/2/2011 0:00	2011 645 S Main St	Lima	OH	45804
FLHS	11029	Student103271, KAYLA	ACTIVE	RE	12	6/2/2011 0:00	2011 645 S Main St	Lima	OH	45804
ELHS	11023	Student103235, PHILIP	ACTIVE	RE	12	6/2/2011 0:00	2011 645 S Main St	Lima	OH	45804

- Once you have verified the output, choose **Run Type:**  **Update**.
- Once the process is complete the following message will be displayed:
 

There were 4 EMIS graduation dates and 4 SIS graduation years updated ✕
- Now navigate to a student's profile.
- Verify the student's **Graduation Date:** on the **FN-Graduate** tab has been updated and the **Graduation Year** field on the **Additional** tab has also been updated.



Students included on the output file who aren't going to graduate will need to have the Graduation Date and diploma type manually removed from their FN-Graduate tab.

### Bulk update Diploma Type:

- Navigate to **StudentInformation** » **Management** » **Ad-Hoc Updates** » **Update Diploma Type**.

2. In the **Assigned Graduation Dates** dual select pull over the graduation date you used in the Bulk Update Graduation Date process above.

The screenshot shows two side-by-side selection boxes. The left box is titled "All Graduation Dates" and is currently empty. The right box is titled "Assigned Graduation Dates" and contains the date "05/25/2017". Between the two boxes are four blue arrows: two pointing left and two pointing right, indicating a bidirectional selection process.

3. Choose a diploma type from the **Set diploma type to:** dropdown.
4. If you would like to use Graduation Verification rules to further narrow down students who will be updated with the selected diploma type, fill in the **for students passing rule:** and **Mark Type:** fields.



5. Click **Submit**.
6. The following message will be

displayed: The update student diploma type job has been successfully submitted

7. Verify the **Diploma Type:** field on the **FN-Graduate** tab has been updated.

**Note: When using the Bulk Update Process for Diploma Type, for students who do not have the 'Diploma Type' that the majority of students have, districts will either need to be manually update their Diploma Type or use the Student Profile Bulk Update to change the Diploma Type.**


## Task 7 – Verify graduating seniors have been Power Withdrawn from your district




**Power Withdraw is a very powerful tool. Verify the list of students to withdraw before executing the bulk withdrawal**



Power Withdraw provides the ability to select students by Grade Level, Grade Level Next Year, ad-hoc membership, Home School IRN, Homeroom, Teacher, Course Section assignment, Membership group, EMIS Situation or How Received value. Individual Student ID's may also be used to find students to update.

 Graduating seniors must be withdrawn before the final Period S window closes. Seniors should be withdrawn using the **last day of attendance** not the last day of school.

 If you fail to withdraw graduating students in 17/18, they will show on the Missing Student Report for FY19 Period S.

The Power Withdraw process doesn't perform a complete withdrawal. Power Withdraw only enters a withdraw date and code. Power Withdraw doesn't drop course section assignments, apply fee waivers, or change the student's status. If seniors are Power Withdrawn prior to running their final transcripts, their transcripts will include their withdrawal date.

The Honor Roll Report is one of the few reports in StudentInformation that honors the homeroom date on the submission screen. If attempting to generate an Honor Roll for seniors that have already been power withdrawn, make sure you use their withdrawal date as the homeroom date on the Honor Roll Report submission screen.

1. At the building level navigate to **Home** » **Management** » **Power Withdraw**.
2. The **School:** dropdown will default to the building in context.
3. In the **Withdraw Reason:** dropdown select **99 - Completed High School Graduation Requirements**.
4. The **Withdraw Date:** will default to the last day of school and can be changed if desired.
5. The **Withdrawn to IRN:** will default to **\*\*\*\*\***.
6. In the **Search Mode:** section select the **Search Criteria** radio button.
7. Use the filters to narrow down your search criteria.
8. Ensure  **Students Selected by Default** is checked.
9. Click **Search**.
10. Verify the students on the list are correct.



11. Uncheck the students who won't be graduating and don't need withdrawn.  
12. Double check the list to make sure it is correct before continuing.

13. Click .

14. The following message will display when the process is complete

All selected students were successfully withdrawn

15. If errors occur the following message will be displayed

Errors occurred while withdrawing students. Students with errors were not withdrawn unless otherwise noted.

16. The students will be listed below the **Search Mode:** section.

17. View the students and correct the errors.

18. Rerun the Power Withdraw if needed.

## Task 8 - Set up Ad-Hoc Groups for Student Graduate Fields

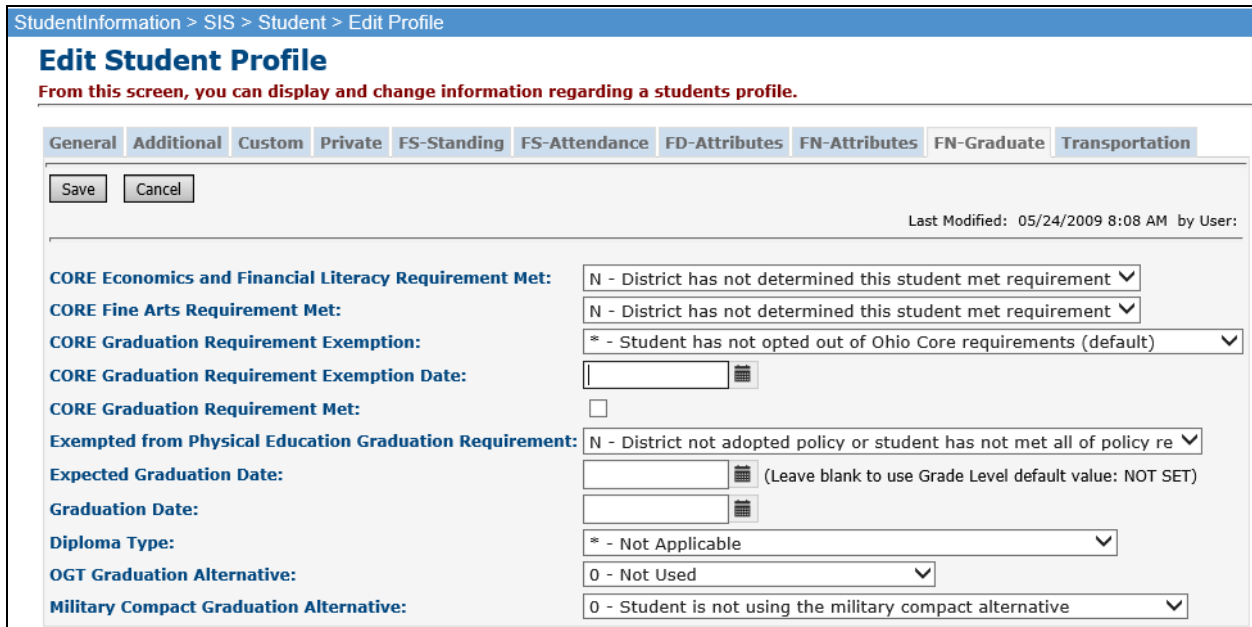
If a student has met any of the requirements for the CORE elements on the FN Graduate Tab, it is necessary for the value to be changed to “Y”. This can be accomplished quickly by using the mass update process.

These elements are not school year specific. Once changed, the change will be reflected in all years.

To complete the updates, you will need to create an Ad-Hoc Group for each of the following fields to update the values using the Student Profile Bulk Update.

- CORE Economics and Financial Literacy Requirement Met
- CORE Fine Arts Requirement Met
- CORE Graduation Requirement Exemption
- Exempted from Physical Education Graduation Requirement
- CORE Graduation Requirement Met

The default settings for each value are:



The screenshot shows the 'Edit Student Profile' form with the 'FN-Graduate' tab selected. The form contains several fields with their current values:

Field Name	Current Value
CORE Economics and Financial Literacy Requirement Met:	N - District has not determined this student met requirement
CORE Fine Arts Requirement Met:	N - District has not determined this student met requirement
CORE Graduation Requirement Exemption:	* - Student has not opted out of Ohio Core requirements (default)
CORE Graduation Requirement Exemption Date:	[Empty field]
CORE Graduation Requirement Met:	<input type="checkbox"/>
Exempted from Physical Education Graduation Requirement:	N - District not adopted policy or student has not met all of policy re
Expected Graduation Date:	[Empty field] (Leave blank to use Grade Level default value: NOT SET)
Graduation Date:	[Empty field]
Diploma Type:	* - Not Applicable
OGT Graduation Alternative:	0 - Not Used
Military Compact Graduation Alternative:	0 - Student is not using the military compact alternative

**To make an Ad-Hoc Membership go to:**

1. Navigate to **StudentInformation** » **My Account** » **Ad Hoc Memberships**
2. Click on the **Add New Ad-Hoc Membership**.
3. Name your membership, ex. CORE Economics Requirement Met.
4. Choose your search criteria. Example: Use **Additional Info** Tab and select students by grade level. (Check  **Students Selected by Default** to include)
5. Review the list of students and uncheck the box beside any student you don't want to include in the update.
6. Then click the **Add Selected Students**. You will receive a message at the top of the page that says "Added 'XXX' students to membership".
7. Click **Save**.
8. You will want to create an Ad-Hoc Membership for each of the above Requirement fields to be used in the Student Profile Bulk Update.

StudentInformation > My Account > Ad Hoc Memberships

### Ad Hoc Memberships

From this page, you can build Ad-Hoc Memberships to be used throughout the application.

Membership Name:  Active:  Make Private:

[\[ Show Existing Students \]](#)


[\[ Hide Search \]](#)

Search Mode:  Search Criteria  Student IDs  Use Existing Memberships

General Info **Additional Info** Miscellaneous Info Course Section Info Assessment Info

Last Name:   Middle Name:

First Name:   Called Name:

Social Security:  Birthdate:  

Ethnicity:   Gender:

Street:   City:

State:  Zip Code:

Students Selected by Default **Search**

# Task 9 – Run Student Profile Bulk Update to update FN Graduate Fields

Once the Ad-Hoc Memberships have been created for the CORE Requirement fields listed in Task 7 above, you are ready to process the Student Profile Bulk Update to update each of these fields. You can do each one as you are ready; you do not have to wait until you have all Ad-Hoc Memberships completed.



1. Navigate to **StudentInformation** » **Management** » **Ad Hoc Updates** » **Student Profile Bulk Update**
2. Click on the dropdown to select the Ad-Hoc Membership that you have prepared for the Update. If you have not yet prepared your Ad-Hoc Membership, you can do so at this time by clicking the .
3. After selecting your Ad-Hoc membership, click the  button.  
Continue clicking the  button until you reach the **FN-Graduate** tab.
4. Check the CORE Requirement Met field you wish to update
5. Choose the value you wish to update your Ad-Hoc Membership with and click .
6. Review the updates you wish to make and click . Once the profile changes are saved successfully, you will receive a message that states “Student Profile Bulk Update was completed successfully.”

StudentInformation > Management > Ad-Hoc Updates > Student Profile Bulk Update

### Student Profile Bulk Update

**Make bulk updates to students' profiles**

Number of Students in selected Ad Hoc: **182**

Mark the check box next to field(s) you wish to edit.  
 If the value is left blank and the check box is checked any value in the field(s) will be cleared, unless otherwise noted as required.

CORE Economics and Financial Literacy Requirement Met:

CORE Fine Arts Requirement Met:

CORE Graduation Requirement Exemption:

CORE Graduation Requirement Exemption Date:

CORE Graduation Requirement Met:  -  (Check the box to update and indicate that the CORE Graduation Requirement has been met)

Exempted from Physical Education Graduation Requirement:

Expected Graduation Date:

Graduation Date:

Diploma Type:

OGT Graduation Alternative:

Military Compact Graduation Alternative:

## **2<sup>nd</sup> Set of Tasks: Can be completed after the first set of tasks is complete.**

### **Task 10 – Run Graduate CORE Summary Verify/Update**

The CORE Summary Verify/Update will only look at students with a diploma date between the first day of the school year and the day before the first day of school for the upcoming school year. Run the Graduate CORE Summary Verify/Update process in Verify mode to make sure that no courses or manual course history records have been missed. The verification process may be run for a single building or multiple buildings in the same run. This process creates an interactive list of courses or course history records that do not have a CORE Subject Area specified.

When processed for “Course Verify”, only the Course records will be included in the verification. When processed for “Student Verify”, manually entered course history records will be verified.

Period G data will include a Graduate CORE Summary record indicating how many credits towards high school graduation a student has earned in each specific CORE Subject Area. Only courses which are flagged for high school credit will be considered for the Graduate CORE Summary Records. If college credit was earned for dual credit courses, the amount of dual credit by core subject area is also included.

Calculating the credits earned for CORE will be based on courses the student took where high school credit was earned that counts towards graduation. This may or may not include courses taken in the district. If the student earned credit towards graduation from another entity and the school district accepts it as credit towards their graduation requirements, it needs to be used in the calculation of credits for CORE. This could include courses taken from the following entities:

- Courses taken at the district that will award the diploma
- Courses taken at the JVSD/Contract Vocational School
- Courses taken at a Post Secondary Institution
- Courses taken at another school district
- Correspondence Courses
- Any other experiences for which the district that will award the diploma has awarded credits toward graduation for the student, subject to any relevant local and state policies.

Records for these types of courses would have been created manually on the Course History module. Courses taken in middle school where a student earned credit towards graduation would also count.


The Graduate CORE Summary Verify/Update only needs run in buildings where there are graduating seniors.

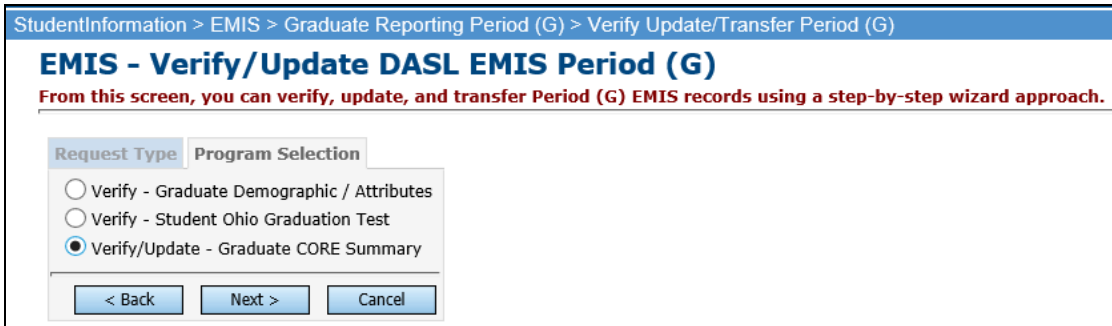
1. Navigate to **[StudentInformation](#)** » **[EMIS](#)** » **[Graduate Reporting Period \(G\)](#)** » **[Graduate CORE Summary Verify / Update](#)**.
2. Run the Graduate CORE Summary Verify/Update in verify mode first. Choose  **Course Verify** . It automatically verifies the school year you are in, and you can select to choose any or all previous school years as well by pulling them over to the **School Years To Verify** box.
3. Click  and you will receive an interactive list of courses that require updates. By choosing the blue link under Course Code, you can go to the screen required, make the updates and save. You will then return to this page to continue making updates.
4. Once you've made all the corrections, you can proceed to check  **Student Verify** and click  . This page will list any students with Manually Entered Courses that require CORE Subject Area updates. By choosing the interactive blue link, you will be taken to the Manually Entered Course page to update the CORE Subject Area for each course. Once the updates have been made and saved, you will return to this page to continue making updates.

# Task 11 – Create Student Graduate CORE Summary Records

Once you have completed the Graduate CORE Summary Verify/Update verification and verified the students who have met requirements for graduation, you are ready to process the CORE Summary in update mode.

When updating the CORE Summary Record, one record per CORE Subject Area where credit is earned will be created.

1. Go to **StudentInformation** » **EMIS** » **Graduate Reporting Period (G)** » **Verify Update/Transfer Period (G)** and select Update and .
2. You will receive a message that the Graduate CORE Summary update job has been submitted.



StudentInformation > EMIS > Graduate Reporting Period (G) > Verify Update/Transfer Period (G)

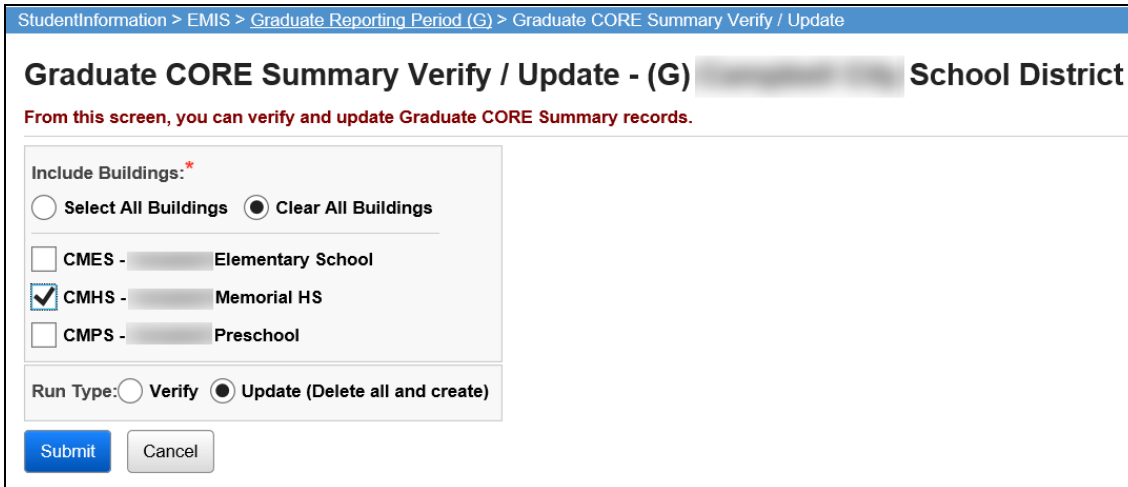
### EMIS - Verify/Update DASL EMIS Period (G)

From this screen, you can verify, update, and transfer Period (G) EMIS records using a step-by-step wizard approach.

Request Type    Program Selection

- Verify - Graduate Demographic / Attributes
- Verify - Student Ohio Graduation Test
- Verify/Update - Graduate CORE Summary

< Back    Next >    Cancel



StudentInformation > EMIS > Graduate Reporting Period (G) > Graduate CORE Summary Verify / Update

### Graduate CORE Summary Verify / Update - (G) [Redacted] School District

From this screen, you can verify and update Graduate CORE Summary records.

Include Buildings:\*

- Select All Buildings     Clear All Buildings
- CMES - [Redacted] Elementary School
- CMHS - [Redacted] Memorial HS
- CMPS - [Redacted] Preschool

Run Type:  Verify     Update (Delete all and create)

Submit    Cancel





























## Task 12 – Make corrections to Student CORE Summary Records

The Student Graduate CORE Summary Maintenance Page will show a summary of records for each student created through the update process. This page has add/edit and delete capabilities.

Records are created for graduates only for Period G. Manual records may need to be added for your summer graduates, so it is important to remember that when you process Update CORE Summary Record in update mode, you want to do this prior to manual entries, or the manual entries will be overwritten during the update. Manual records only need to be created if there is no course history record for the credits earned over the summer. If you enter manual course history, you can rerun the update process.

All summer school manual course history should be entered in 17/18.

Add CORE Summary Record

		CORE Area Code	CORE Area	CORE Count	Dual Credit
		ELE	Elective Units	2.00	0.000000
		ENG	English Language Arts Units	4.00	3.000000
		FAR	Fine Arts Units	1.50	0.000000
		FLR	Foreign Language Units	4.00	0.000000
		HTH	Health Education Units	0.50	0.000000
		MTA	Mathematics - Algebra II or Equivalent Units	3.00	3.000000
		MTO	Mathematics Units Other than Algebra II or Equivalent	2.00	0.000000
		SCA	Science - Advanced Science units	2.00	0.000000
		SCL	Science - Life Science Units	2.00	0.000000
		SCO	Science units Other than Physical, Life, or Advanced Science	1.00	0.000000
		SCP	Science - Physical Science Units	1.00	0.000000
		SOG	Social Studies - American Government Units	1.00	0.000000
		SOH	Social Studies - American History units	2.00	0.000000
		SOO	Social Studies units Othe than Am. Hist & Government	2.50	0.000000
<b>Totals:</b>				<b>28.50</b>	<b>6.000000</b>





## Task 13 - Run Graduate Demographic/Attributes Verify

Student Verification should be processed at the district level. With the district in context, the user has the choice of selecting which buildings he wishes to perform the verification process for.

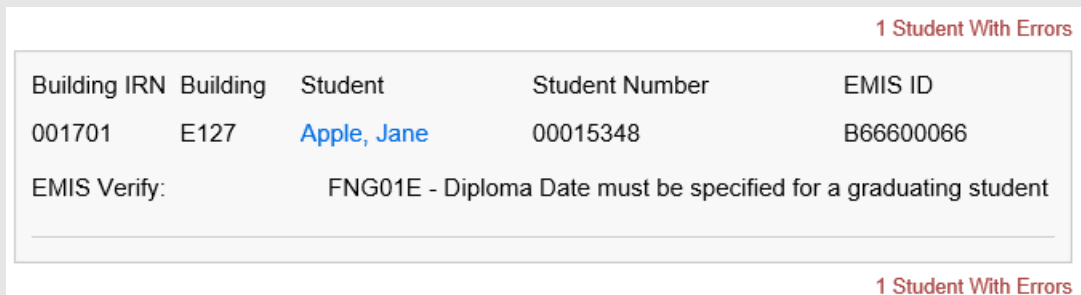
Graduation related errors have been moved to Period G verification process.

### District Level Processing

1. Change your context to the district level and the 17/18 school year.
  2. Navigate to **StudentInformation** » **EMIS** » **Graduate Reporting Period (G)** » **Graduate Demographic / Attributes Verify**.
  3. Choose the buildings in the district you would like to run UNCLEMIS for.
  4. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
- 
5. Click  .
6. Once the process is completed the verification errors will display on the page.

### Correcting Verification Errors

1. Verification errors are interactive links which allow you to navigate to the profile of the student with the error and correct the error without leaving the verification page.



1 Student With Errors

Building IRN	Building	Student	Student Number	EMIS ID
001701	E127	<a href="#">Apple, Jane</a>	00015348	B66600066

EMIS Verify: FNG01E - Diploma Date must be specified for a graduating student

1 Student With Errors

2. To correct errors for a student, click on the student's name.
3. The student's profile displays in a new window.
4. Correct the errors and save your changes to the profile.
5. After cleaning up the errors, run the verification again to verify the errors are no longer there.

## Task 14 – Verify that all reportable Assessment Records are on file for Graduates

The following assessments should be reported during Period G for graduates:

1. Summer OGT assessments for summer grads
2. American College Testing Assessment (ACT)
3. The Scholastic Aptitude Test (SAT)
4. International Baccalaureate (IB)
5. Advanced Placement (AP)
6. Industry Credential Assessment (GW)
7. End of Course (GE)
8. Workkeys (WK)

**Note: The OGT results for graduates who are not enrolled in the district often come back with a Grade at Test Time value of '14'; this needs to be updated to '13' on the OGT record for the record to be included in the transfer files for Period G.**

OGT results for graduating seniors as of the end of the school year were reported in period S data. Assessment results for students who graduate over the summer as a result of passing the summer administration of the OGT test are included in the summer results file. OGT results reported in the G collection will only include OGT tests taken in the summer for graduating students. All other summer results for non-graduating students will be reported next June.

The ACT, SAT, IB and AP may also have been reported during the final window of period S, but may also be reported for graduates during the Period G reporting. This may be the only opportunity for some of these graduates to have the ACT, SAT, IB and AP reported and included for the LRC, so it is important to verify the scores have been entered for any graduates.

Once your district has received notification that the summer OGT assessment scores are ready, your district will download the file and import it using Assessment Import Management.

OGT records that were reported incorrectly in the final window for period S may be included in the Period G OGT Transfer. Graduating students whose OGT records were incorrectly reported during Period S will need to have their OGT record flagged to be re-reported in Period G and included in the OGT Transfer when it is run for G.



The GW Industry Credential Assessments should be reported for all students who took an assessment, regardless of whether they passed. Beginning in FY18, all past and current GW assessments are now to be reported with a score of 'P' or 'N'.

## Task 15 – Process Graduate/OGT Summer Verify

Task 15 should be run with the 17/18 school year in context.

Once OGT summer test results have been entered (July 2018), run the verify process to check for any errors before transferring the records to the Data Collector. Make any corrections necessary in 18/19 if the students have already been transferred to the next school year. If the student does not exist in the 18/19 school year, then make the corrections in 17/18. Records will be included in the transfer based on the summer testing date.

1. With the district in context navigate to: **StudentInformation** » **EMIS** » **Graduate Reporting Period (G)** » **Verify Update/Transfer Period (G)**.
2. Select  **Verify/Update EMIS (G)**.
3. Click .
4. On the Program Selection tab select  **Verify - Student Ohio Graduation Test**.
5. Next mark the buildings to run the process for.
6. Finally click .

StudentInformation > EMIS > Graduate Reporting Period (G) > Verify Update/Transfer Period (G)

### EMIS - Verify/Update EMIS Period (G)

From this screen, you can verify, update, and transfer Period (G) EMIS records using a step-by-step wizard approach.

Request Type | Program Selection

Verify - Graduate Demographic / Attributes

Verify - Student Ohio Graduation Test

Verify/Update - Graduate CORE Summary

< Back | Next > | Cancel

## **Task 16 – Withdraw Summer Grads in the 18/19 School year with Code 99**

This task should be run with the 18/19 school year in context.

Students who meet their graduation requirements between July 1 and before the first day of school of 18/19, should be reported during Period G as summer graduates. They need to be withdrawn in 18/19 with Code 99 and the Diploma Date and Diploma type fields on the FN-Graduate tab need updated. Once the student has been withdrawn, change context back to 17/18 school year and transfer the data.

If a student completed graduation requirements after the last day of school but before July 1<sup>st</sup>, they should be reported as a summer withdrawn graduate in 17/18.

Report in 17/18 S Final Window as withdrawn and in 17/18 G as a graduate  
OR if withdrawn after July 1

Report in 18/19 S First Window as a summer withdrawal and 17/18 G as a graduate

## Task 17 – Register Grad-Only Students in 17/18 using the Registration Wizard

Beginning in FY17, Graduate-Only students are no longer reported as a separate EMIS Record type. A Graduate-Only student's graduation information is now reported as an FN – Student Time Period Record. The student Registration Wizard has been modified to register students who are Grad-Only similar to regularly registered students. A reduced subset of elements is collected during the registration process for these students to satisfy EMIS reporting requirements.

**If a student should have graduated in 16/17, but didn't take or pass the test requirements and was summer withdrawn with a 7X withdraw code in 17/18, and subsequently takes the test later in the school year and passes becoming a Grad Only student:**

Whack the student from the 17/18 school year; then enter a Summer Withdrawal Record (FL) in 17/18 with the original withdraw date and reason. Re-enroll the student in 17/18 as a Grad Only student.

Before you may begin registering Grad-Only students, you will need to ensure the following has been completed in your building:

1. Make sure there is a non-attending calendar defined in the building.
2. Choose a Student Status code to identify Grad-Only students. This status should be one that never appears on reports or used when running any reports for the general population in the building.

Before registering a student as a Grad-Only student, there are some data elements that you must have to complete the registration process:

1. SSID – the student's SSID must be reported. Because the student is withdrawn at the time of registration, the SSID locator will not be returning SSIDs for these students.
2. District where student completed their course requirements towards graduation.
3. Date the student completed their course requirements.

If you have this information, you may proceed to Student Registration and begin registering the student.

**The current graduation reporting Fiscal Year is FY18 so you'll need to change context to the building level in the 17/18 school year.**

Navigate to **StudentInformation > SIS > Registration Wizard** and complete the required fields on the first tab.

ProgressBook Student Information > SIS > Registration Wizard

### Student Registration Wizard

From this screen users can register students

Registration Pre-requisites Possible Matches Complete Registration Family Group EMIS

First Name: \* [ ] Middle Name: [ ] Last Name: \* [ ]  
 Called Name: [ ] Social Security: [ ] EMIS ID: [ ]  
 Student Number: [ ] Birthdate: \* [ ] Age: [ ]  
 Gender: \* [ ] Grade: \* [ ]

Student is a Non-Attending Graduate

Next >

1. If the student is new to your district, complete the required fields on the Registration Pre-requisites tab of the Registration Wizard. **Make sure to check the checkbox beside 'Student is a Non-Attending Graduate'.**
2. Click **Next** to move to the next tab.
3. If the student was previously enrolled in the district in any prior school year, the Possible Matches will be displayed.

### Student Registration Wizard

From this screen users can register students

Registration Pre-requisites Possible Matches Non-Attending Graduate Registration

**i** A possible match for the student you are registering.  
 Please review the students listed below for possible duplicate records.

**Adams, Cassidy**  
 [ ] This student is already enrolled in the district, either this year or another year.

**STRICT MATCH** ⚠️ You may continue and add the existing student to the building you are working with, or go back and change some information to add a new student.

Student ID: 00010002  
 Gender: F  
 Birthdate: Sep 11, 1997  
**STRICT MATCH** ⚠️

< Back Next >

4. Click Next to proceed to the next tab.
5. Since this is a Grad-Only student, the next step in the process is to complete the Non-Attending Graduate Registration Tab.

StudentInformation > SIS > Registration Wizard

### Student Registration Wizard

From this screen users can register students

Registration Pre-requisites   Possible Matches   Non-Attending Graduate Registration

Hispanic/Latino: \* [ Select Hispanic/Latino ]

Local Ethnic Category: \* W - White

Racial Group(s):  A-Asian  B-Black or African American  I-American Indian or Alaska Native  P-Native Hawaiian or Other Pacific Islander  W-White

Summative Race: \*

State Student ID (SSID): \*

The Graduation Date will be used as the Admission Date, Withdrawal Date, and Graduation Date for this student.

Graduation Date: \* [ ]

Student Status: \*

Attendance Calendar: \*

Grade: \* GR

Address of Residence (For Address Verification)   Mailing Address  Use Address of Residence

Street: \* [ ]   Street: \* [ ]

City, State, Zip: \* [ ] OH [ ]   City, State, Zip: \* [ ] OH [ ]

Phone Number: [ ]  Unlisted

Email: [ ]

County of Residence: \* [ Select County of Residence ]

Diploma Type: \* - Not Applicable

Courses Completed IRN: [ ] - [ ] Q

Courses Completed Date: [ ]

< Back   Finish

Fill in the required fields. The data elements are:

- **Hispanic/Latino:** Select the appropriate value. This information is not reported to EMIS.
- **Local Ethnic Category:** Local school purposes only
- **Racial Group:** Select the appropriate racial groups for the student
- **State Student ID:** Required – the SSID must be entered
- **Graduation Date:** indicates the date of the student’s graduation. The graduation date will be used to populate:
  - Admission History for District and Building Admission date
  - Withdrawal date from district and building as well as FS End date. Withdrawal Reason will be defaulted to ‘99’.
  - Reported as Diploma Date
- **Student Status:** Choose a student status code that indicates the student is an inactive student. You may want to define a special student status code for Grad-Only students
- **Attendance Calendar:** Select a non-attending calendar from the calendar dropdown. Since Grad-Only students are not attending, no attendance should be calculated for them

- **Grade:** Local use only, will not be reported.
- **Address:** For local use only
- **Phone Number:** For local use only
- **Email Address:** For local use only
- **County of Residence:** For local use only
- **Diploma Type:** (Required) Select the diploma type that reflects the diploma the student received
- **Courses Completed IRN:** (Required) Enter the district IRN of the district where the student completed their course requirements towards graduation
- **Courses Completed Date:** (Required) Enter the date the student completed all course requirements towards graduation

Once the record has been completely added, the student's record may be accessed on the Edit Student Profile Maintenance page. The message "This student is a Non-Attending Graduate" will display on select pages of the profile.

6. On the FN Graduate Tab, update any of the Graduate indicators, if applicable.
7. The FS Standing record for the student was created with a start and end date equal to the graduation date. The student's EMIS situation will be set as follows:
  - a. Traditional District: 600
  - b. Community School: 601

Once you have registered a Grad-Only student, you will need to add the appropriate records for reporting under the following areas:

1. **OGT Assessments** – Add an OGT Subject assessment record for each area of the assessment indicating the latest score the student received in each assessment part.
2. **ACT, SAT, PSAT, IB, Industry Credential, Workkeys Assessments** – if the student has attempted any of these assessments.
3. **Special Ed Graduation Record** – Enter a Special Education Graduate Record for any assessment areas the student may be exempt from for Graduation. You will not need to enter a corresponding Special Ed Event record.
4. **CORE Summary Records (Optional)** – Core Summary records are optional for Grad-Only students, however, if ODE receives them, they will



process them. Core Summary records are used to indicate the total credits earned in each of the Subject Areas. There are two scenarios for entering records:

- a. **If the student never attended classes in your district**, you will need to enter the CORE summary records on Core Summary Maintenance under the period G menu. Records that are manually entered will not be deleted when the Core Summary Update process is ran as long as the student has no Course history or Marks records in any years in your district.
- b. **If the student took classes in your district in ANY school year**, the student marks records will be referenced. Run the Core Summary Update process to create Core Summary records for the student. Do not enter any Core Summary records manually. If a student has a mix of manually entered records and course history, the manually entered Core summary records will be deleted when the update is processed.

## Task 18 – Add Student Withdrawal Override Records (FC)



ODE has indicated this record also will be used to update an incorrectly reported withdraw reason and/or withdraw date from prior years. This is to assist in eliminating appeals as well as positioning the student into the correct graduation cohort.

This record is now reportable in Period S or Period G. The Reporting Period defaults to Period S when opening this page; however, if the record is to be reported in Period G, the user will need to select 'G' in the dropdown.

When including an FC record for Period G reporting, the following withdrawal codes are the only accepted withdraw codes:

- 40 – Transferred to Another School District Outside of Ohio
- 42 – Transferred to a Private School
- 43 - Transferred to Home Schooling
- 45 – Transferred by Court Order/Adjudication
- 46 – Transferred out of the United States
- 48 - Expelled
- 51 – Verified Medical Reasons
- 52 - Death
- 81 – Student Reported in Error

Student Withdrawal Override (Formerly Student Missing Override) Records (FC) records continue to be reported for SSIDs appearing on the Missing Student Override report where an override is warranted. Once reported, the FC record should continue to be reported for the remainder of the S collections for the fiscal year.

If a student withdrew from school prior to the last day of the prior school year, and was not reported as withdrawn in the prior school year or as a summer withdrawal, the SSID would be reported for this record. The SSIDs entered into this record are not checked against prior year data. These records are school year specific. The comments section of the record is not reported to ODE, but is only for user reference.

See Section 2.17 of the ODE EMIS Manual for additional information regarding the Student Missing Override Record.

### Student Withdrawal Override (FC)


From this screen, you can display, add, edit and delete data pertaining to student withdrawal overrides.

Reporting Period:\*

State Student ID Previous Reporting Year:\*

Student Last Name:

Student First Name:

Withdrawal Date:\*  

Withdrawal Reason:\*

Comment:

## Task 19 – Run Review District EMIS Run Requests

Run Review District EMIS Run Requests to get an audit trail of what processes have been performed for each building in your district. Review District EMIS Run Requests and check the EMIS Verify and Update processes as well as the transfer processes to make sure that all tasks are completed. It will provide you with a listing of when each process was run, what time, and the user that ran it for each building in the district. At this point in the checklist, it is important to check the following:

- Make sure each of the Period G processes have been run in Verify mode for each building where applicable
- Make sure all updating processes have been run in Update mode at least one time for the district
- Make sure all the necessary transfers were performed after the update processes were run
- If updates were rerun, also make sure that transfers were rerun as well
- Make sure that no process was run too early

Run Review District EMIS Run Requests also provides a history of all processes and transfers run to keep for your own purposes. It can be processed anytime during the reporting period to see where things stand.

District: \* Columbus Grove Local SD

Select All Buildings
  Clear All Buildings

---

CGEL - COLUMBUS GROVE ELEMENTARY
  CGMS - COLUMBUS GROVE MIDDLE SCHOOL

CGHS - COLUMBUS GROVE HIGH SCHOOL

---

Not Run
  Already Run
  History

**Include the Following Potential Problems:**

Verification Not Run

Transfer Not Run

Update Not Run

Transfer Not Run After Update

**Required:**

Assessment Transfer - Student Special Ed. Graduation Requirement

Assessment Verify - Student Ohio Graduation Test

Graduate Collection Transfer - ACT (AC)

Graduate Collection Transfer - AP (AP)

Graduate Collection Transfer - CTE Industry Credential (GW)

Graduate Collection Transfer - End of Course (GE)

Graduate Collection Transfer - International Baccalaureate (IB)

Graduate Collection Transfer - OGT (GX)

Graduate Collection Transfer - SAT (SA)

Graduate Collection Transfer - Student Withdrawal Override (FC)

Graduate Collection Transfer - WorkKeys (WK)

Student Graduate CORE Summary Transfer - Student Graduate CORE Summary

Student Graduate CORE Summary Update - Graduate CORE Summary

Student Graduate CORE Summary Verify - Graduate CORE Summary

Student Graduate Demographics / Attributes Transfer - Student Graduate Attributes

Student Graduate Demographics / Attributes Transfer - Student Graduate Demographic

Student Graduate Demographics / Attributes Transfer - Student Graduate Demographic/Attributes

Student Graduate Demographics / Attributes Verify - Graduate Demographic / Attributes

Exclude Runs Prior To:

## Task 20 – Period G Transfers

This task should be run with the 17/18 school year in context.

Once you have completed all data updates, you are ready to transfer your data to the Data Collector. It is important that you transfer all necessary file types before submitting your data to ODE. Make sure you've completed all the transfers for Period G. The transfers for period G are located on the Graduate Reporting Period G menu.

The Period G transfers looks at the Master Calendar in the future year to determine the last date for summer graduates to be included in the Period G transfer files. If your transfer returns no graduate students, make sure SYI has been run in the future year and the Master Calendar set up.



StudentInformation > EMIS > Graduate Reporting Period (G) > Verify Update/Transfer Period (G)

### EMIS - Create Flat Files - Select Files

From this screen, you can verify, update, and transfer Period (G) EMIS records using a step-by-step wizard approach.

Request Type | Program Selection

- Select all transfers
- Transfer - ACT (AC)
- Transfer - AP (AP)
- Transfer - CTE Industry Credential (GW)
- Transfer - End of Course (GE)
- Transfer - International Baccalaureate (IB)
- Transfer - OGT (GX)
- Transfer - SAT (SA)
- Transfer - Student Graduate CORE Summary
- Transfer - Student Graduate Demographic/Attributes
- Transfer - Student Special Ed. Graduation Requirement
- Transfer - Student Withdrawal Override (FC)
- Transfer - WorkKeys (WK)

Transfer Type:\*

Flat file transfer

Flat file transfer for Data Collector

< Back Submit Cancel

Before running the Data, Collector make sure the most recent version of the manifest is downloaded.

1. While logged into the Data Collector, click on the **Collection Requests** tab.
2. Begin the collection.
3. Mark the data sources section.

<input checked="" type="checkbox"/> All Files data sources		
Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> BA-Files	<input checked="" type="checkbox"/> Ready	Not Started

4. Once the collection has been completed, proceed to the Prepare step.
5. Once the Prepare has completed, review the Level 1 Validation errors.
6. Return to StudentInformation to make corrections and updates resolving the Level 1 Validation errors.
7. After creating a new transfer file in StudentInformation and submitting it to the Data Collector, begin a new collection.
8. If satisfied with the results, go ahead and submit the collection to ODE for processing.
9. Once the collection has been processed by ODE, you should receive Level 2 Reports. Review the Level 2 Report errors and make corrections in StudentInformation.



Don't forget – once you correct errors and rerun any required updates in StudentInformation, a new transfer to the Data Collector must be performed. Once the transfer is complete rerun your collections.