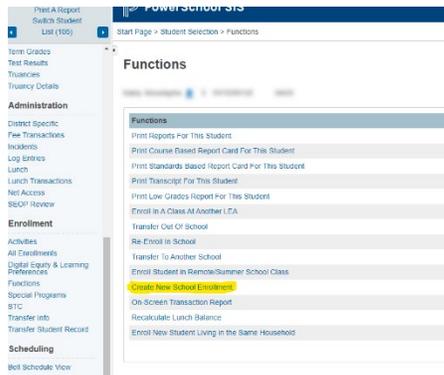




MIDYEAR GRADUATE PROCEDURES

Marking Mid-Year Graduates

1. Search for the student and click into their student record.
2. Click 'Functions' (under Enrollment menu on the left)
3. Click 'Create New School Enrollment'



4. Enter the following information:

- a. Exit Date: This should be the date after the student's last day as the current grade level. Example: You want the student's last day in the current grade level to be Dec 13, you would enter the exit date as Dec 14. Note: This date should reference the mid year promotion date and not the exit date for the end of the school year.
- b. Exit Code: Choose **WG1 (Mid-Year Graduate)**
- c. Entry Date: Date new grade level is to begin
- d. Entry Code: E (Resident Enrollment)
- e. Full-Time Equivalency: Full-Time (or appropriate from list if you have more than one FTE defined)
- f. Grade Level : Choose grade 99
- g. District of Residence: Choose appropriately
- h. Comment: (optional but great for reference of changes made)
- i. Click 'Submit'



5. A new record will now display on the transfer info screen of the student record and the new grade level will be reflected.

Transfer Information * ⚠ This student's schedule is incomplete

Awbrey, Arell Aray Tien 99 1965190012 OHS

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
10/14/2022	E 05/27/2023	99	Mid-Year Graduation		Opelika High School	

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
08/09/2022	E 12/14/2022	WG1	Promote Same School	Mid-Year Promotion	Opelika High School	
08/09/2021	E 07/26/2022	P	Promote Same School	Promote Same School	Opelika High School	
08/12/2020	E 05/21/2021	P			Opelika High School	

6. Once the student has been promoted to grade 99, Click ‘Functions’ (under Enrollment menu on the left)

- Enrollment
- Activities
- All Enrollments
- Functions**
- Special Programs
- STC
- Transfer Info
- Transfer Student Record

Functions * + ⚠ + +

- Adair, Brandon 12 2072300741 OHS
- Functions**
- Print Reports For This Student
 - Print Course Based Report Card For This Student
 - Print Standards Based Report Card For This Student
 - Print Transcript For This Student
 - Print Low Grades Report For This Student
 - Enroll In A Class At Another LEA
 - Transfer Out Of School**
 - Re-Enroll In School
 - Transfer To Another School
 - Enroll Student In Remote/Summer School Class
 - Create New School Enrollment
 - On-Screen Transaction Report
 - Recalculate Lunch Balance
 - Enroll New Student Living In The Same Household

7. Click ‘Transfer Out of School’

8. Enter the following information:

- a. Transfer comment: optional but useful for record keeping purposes. Use an appropriate “Transfer Comment”, such as "Early Graduate from ___ High School”, to indicate the high school from which the student graduated if multiple high schools exist in a district.
- b. Date of Transfer: This typically is the day after the final day for the term during which the student completed graduation requirements.
- c. Exit Code: WG1 (Midyear Graduate)
- d. Destination District/School: as shown below
- e. Click ‘Submit’, then ‘Confirm Submit’

Transfer Student Out * ⚠ This student's schedule is incomplete

Awbrey, Arell Aray Tien 99 1965190012 OHS

Who will be transferred out: Awbrey, Arell Aray Tien

Transfer comment:

Date of transfer: (should be the day after the student's last day in class)

Exit code:

Transfer Destination Information

Destination District:

Destination School:

Check here if student(s) intend to enroll in school during next school year *

* If the box is NOT checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

No attendance records found on or after 12/14/2022

Submit

9. Once the student has been transferred out, Click ‘Functions’ (under Enrollment menu on the left)

- Enrollment**
- Activities
 - All Enrollments
 - Functions**
 - Special Programs
 - STC
 - Transfer Info
 - Transfer Student Record
- Functions**
- Print Reports For This Student
 - Print Course Based Report Card For This Student
 - Print Standards Based Report Card For This Student
 - Print Transcript For This Student
 - Print Low Grades Report For This Student
 - Enroll In A Class At Another LEA
 - Transfer Out Of School
 - Re-Enroll In School
 - Transfer To Another School**
 - Enroll Student In Remote/Summer School Class
 - Create New School Enrollment
 - On-Screen Transaction Report
 - Recalculate Lunch Balance
 - Enroll New Student Living In The Same Household

10. Click ‘Transfer to Another School’

11. Complete the following:

- a. To which district?: Choose your district
- b. To which school: Choose Graduated Students
- c. Click Submit



Transfer to Another School

Who will be transferred: [Redacted]

To which district? **Opelika City Schools**

To which school? **Graduated Students**

Unlisted District: [Redacted]

Unlisted School: [Redacted]

Note: The student must have already been transferred out of this school (be inactive) to use this function.

Submit

This will move the students inactive record to the graduated students schools with the status of a mid year graduate.

The transfer information page should like the following for a properly transferred midyear graduate.

Transfer Information

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
12/14/2021	E 12/15/2021	WG1			Graduated Students	
Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
08/09/2021	E 12/14/2021	WG1			Opelika High School	
08/12/2020	E 05/21/2021	P			Opelika High School	
08/06/2019	E 05/22/2020	P			Opelika High School	

12. Navigate to the State/Province -AL screen and enter the appropriate Graduation Exit Type and Graduation Date for the student and submit the page.

Alabama State Reporting Information

Awrey, Arel Aray Tien 99 1965193012 Graduated Students Transferred Out

AL Custom Special Programs Federal Program Home Language Survey Civil Rights Data Collection (2020-2021)

College and Career Ready

AP Attainment IB Attainment ACT Attainment College Credit Attainment

WorkKeys Attainment Accepted for Active Military Career Tech CTE Completer

Youth Apprenticeship

Personal

Birth Certificate # 101-200066330 Birth Certificate Country United States (US) Birth Certificate State [Redacted]

Other Educational Barrier Single Parent

Driver's License/Permit # [Redacted] State Issued [Redacted]

Graduation Exit Type

Graduation Exit Type Alabama High School Diploma - Gen Ed Path (G01) **Graduation Date** 12/14/2022

Non-Traditional Student Type Start Date: End Date: **Add/Edit**

FAFSA

Waiver Type Parent Waiver (P02) Waiver Form Date MMDDYYYY Attach Waiver Form **Add/Edit**

Foreign Exchange

Foreign Exchange Start Date: End Date: **Add/Edit**

13. Update the enroll-status field to a value of 3 for all students marked as midyear graduates.

a. Make them your current selection and choose student field value for the group function:



Current Student Selection (1)

Student	Student Number	Grade Level	Date of Birth	Homeroom
Awbrey, Areli Aray Tien	1965193012	99	2/9/2005	Royster, Adrianna

Select By Hand Student Field Value

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b. Enter the following information and click submit:

Student Field Value

1 Students are selected

Option	Value
Field To Change (Fields)	Enroll_Status
New Field Value	3

Clear Field Value
Insert * to use the current field value with the new field value.

Options

Do not overwrite existing data.

WARNING: This change is irreversible.

Submit

c. Click submit again on the field value page:

Field Value

1 Students are selected

Field To Change	Enroll_Status
New Field Value	3
Options	Clear Field Value is Off
Options	Do not overwrite existing data is Off

WARNING: This change is irreversible.

Last, First	Old Enroll_Status	New Enroll_Status
1. Awbrey, Areli Aray Tien	2	3

Submit

You have now completed all steps for a mid year graduation.