



fall_submission_reg_prioryearleaver

Table of Contents

fall_submission_reg_prioryearleaver	i
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Registration > Reports > Create Registration Report

The Prior Year Leaver data, including the following data, can be verified by creating a customized report in Registration in the prior year's data.

- IndustryBasedCertificationSet
- GraduationSet

Registration > Maintenance > Student Enrollment > tab

Update data elements:

- ☐ Click **Retrieve** to select a student.
- ☐ Select the appropriate tab to update data elements.
- ☐ Update data.
- ☐ Click **Save**.

NOTE: Some data elements must be updated on **Graduation Plan > Maintenance > Student > Individual Maintenance** in the previous school year.