



QuickGuide: Set Graduation Type and Date

Table of Contents

QuickGuide: Set Graduation Type and Date 1

QuickGuide: Set Graduation Type and Date

Follow these steps to correctly code graduating seniors.

At campuses that use ASCENDER Graduation Plan, students may already have **Graduation Type** set.

- Enter the type and date for individual students.

[Registration](#) > [Maintenance](#) > [Student Enrollment](#) > [Graduation](#)

DEMO1	DEMO2	DEMO3	<u>GRADUATION</u>	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I					
Graduation Graduation Type: <input type="text" value="34"/> ▾ AAR Grad Plan: <input type="text" value="FHS Program"/> Cert of CrsWrk Date Completed: <input type="text" value="--"/> Cpr Date Completed: <input type="text" value="--"/> Peace Officer Interact Date Completed: <input type="text" value="--"/> Texas First Early HS Completion Pgm: <input type="text" value="02"/> ▾						Graduation Date: <input type="text" value="05-31-2023"/> Texas Grant Eligibility: <input type="text" value="--"/> ▾ College Entry: <input checked="" type="checkbox"/> Speech Date Completed: <input type="text" value="--"/>					Financial Aid Application Status: <input type="text" value="--"/> ▾ Met Dates: <input type="text" value="-"/>				

Graduation Type	Select the plan under which the student intends to graduate. This field is updated when you run the Grad Plan Assignment utility (By Group or By Individual) and can be edited whether or not a student has a graduation plan assigned.
Graduation Date	Type the date on which the student graduated or is expected to graduate in the MMDDYYYY format.

If the student has a graduation plan, these fields are disabled on this tab and must be updated on [Graduation Plan > Maintenance > Student > Individual Maintenance > PGP](#).

- Or, mass update the type and date for a group of students.

[Registration](#) > [Utilities](#) > [Reset Values](#)

[Reset Values](#)
[Clear](#)

Parameters For Reset

Campus (Unchecked=All) Campus ID:

Grade Level (Unchecked=All) Grd Level:

Track (Unchecked=All) Track:

Active Students

Inactive Students

Item to Reset

Graduation Type

Values to Reset

From

Specific All Blank

To

Specific Blank

Warning!! Any changes made from this Screen Please make sure you have a Backup of your d

- 04 Complete IEP/Full Time Job (SP ED)
- 05 Complete IEP/Demo Mastery (SP ED)
- 06 Complete IEP/Access To Services (SP ED)
- 07 Complete IEP/Age 22 (SP ED)
- 18 Met min rqmts-Exempt exit-Minimum
- 19 Met min rqmts-Exempt exit-Recommended
- 20 Met min rqmts-Exempt exit-Distinguished
- 21 Minimum HS Pgm (9th GR 01-02 Thru 03-04)
- 22 Recommended (9th GR 01-02 Thru 03-04)
- 23 Distinguished (9th GR 01-02 Thru 03-04)
- 24 Minimum HS Pgm (9th GR 04-05 and later)
- 25 Recommended (9th GR 04-05 and later)
- 26 Distinguished (9th GR 04-05 and later)
- 27 Minimum HS Pgm (9th GR 07-08 and later)
- 28 Recommended (9th GR 07-08 and later)

1. Under **Item to Reset**, select *Graduation Type*.
2. Under **Values to Reset**, select the appropriate **From** and **To** values.
3. Click **Reset Values**. A window opens allowing you to select students.
4. Select the students to be reset, and click **Save**.

Save Close

Criteria For Reset
 Campus: All Item To Reset: Graduation Type
 Grade: All From Value: All Values
 Track: All To Value: 26 Distinguished (9th GR 04-05 and later)
 Active: Yes Inactive: Yes

Students That Meet Criteria:

Select	Name	Stu ID	Cmp	Grade	Trk
<input type="checkbox"/>	ALDERETE, BRIGHID	003774	001	09	01
<input type="checkbox"/>	BAGBY, JILLIAN	003232	001	09	01
<input type="checkbox"/>	BAILEY, MIA	003795	001	09	01
<input type="checkbox"/>	Barbarino, Vinny	004498	001	09	01
<input type="checkbox"/>	BARRETT, JOY	004277	001	09	01
<input type="checkbox"/>	belly, frabci	000503	001	09	01
<input type="checkbox"/>	BIANCO, CHEYENNE	004119	001	09	01
<input type="checkbox"/>	BREES, KAYLA	003484	001	09	01
<input type="checkbox"/>	BYRD, AYLEEN	004053	001	09	01
<input type="checkbox"/>	CARVER, NICHOLAS	003237	001	09	01
<input type="checkbox"/>	CARVER, TRAVIS	003891	001	09	01
<input type="checkbox"/>	COFFEY, GRACELYN	003830	001	09	01
<input type="checkbox"/>	CRUZ, CASEY	003346	001	09	01
<input type="checkbox"/>	DELACRUZ, BRANDON	003240	001	09	01
<input type="checkbox"/>	DOEGE, BAILEY	004069	001	09	01
<input type="checkbox"/>	DOMINGUEZ, RICHARD	004207	001	09	01
<input type="checkbox"/>	DUBEC, PHOENIX	003568	001	09	01
<input type="checkbox"/>	FABISZEWSKI, CARSON	004011	001	09	01
<input type="checkbox"/>	FERNANDEZ, JAXON	003894	001	09	01
<input type="checkbox"/>	Garcia, Isidoro	004496	001	09	01

Students to be Reset:

Select	Name	Stu ID	Cmp	Grade	Trk
no rows					

Print

Warning! Any changes made from this Screen are permanent.
 Please make sure you have a Backup of your database before continuing.

- Click **Close** to close the window.
- Repeat these steps with **Item to Reset** set to *Graduation Date*.



Back Cover