

# Graduation

Last Modified on 03/11/2024 8:44 am CDT

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Tool Search: Graduation

See the [State Edition Graduation](#) article for guidance related to using the Graduation tool at the State level or at districts linked to a state edition.

The Graduation tool provides districts with the ability to track graduation information used in state reporting, AYP (Average Yearly Progress) determinations and NCLB (No Child Left Behind) report cards. Districts can track when a student first entered ninth grade and calculate their expected graduation date.

One graduation record exists for EACH student. When an enrollment record for grade 9 is created for a student, a graduation record is also created. Collected graduation data varies by state.

The same information is available at the District and State levels. Data entered or modified at the district level syncs to the state level. However, changes made at the state level do NOT sync to the district and ARE NOT reflected in district-level data.

Changes made to graduation fields by district-level users sync to the state level. Changes made by state-level users ARE NOT reflected at the district level.

Fields vary by state. Please see your state's [State Tools](#) articles for more information on Enrollment procedures in your state.

☰
🔍 Search for a tool or student

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## Graduation ☆

Student > General > Graduation

Save

The following fields can only be filled out once a student has entered 9th grade:  
 Date First Entered the 9th Grade  
 Extended Year Cohort  
 Four Year Cohort

**Enrollment Data: ISD #1234 School District** —

**Calendar: 2017-18 ISD #1234 High School** —

<p><b>*Grade</b> 09</p> <p><b>*Start Date</b> 09/05/2017</p> <p><b>*State Start Status</b> 00: Last year, public school, same district</p>	<p><b>*Service Type</b> P: Primary</p> <p><b>End Date</b> 06/06/2018</p> <p><b>State End Status</b> 40: End of year; student was enrolled the last day of school, also for fall reporting</p>
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**Graduation Detail: ISD #1234 School District** —

**General Graduation Information** —

Diploma Date:

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade:

Extended Year Cohort:

Four Year Cohort:

Post Grad Location:

Post Grad Plans:

**State Reporting Graduation Fields** —

<input type="text" value="Grad Path Math"/>	<input type="text" value="Grad Path Math Date"/>	<input type="text" value="Reimbursement Request"/>
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**Read** - Access and view the student Graduation tool.

**Write** - Add Graduation information.

**Add** - N/A

**Delete** - N/A

See the [Tool Rights](#) section below for more details on what actions can be performed with each right.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

Users at state-linked districts can see the graduation information available at the state in the [State Graduation Record](#) section.

The following fields can only be filled out once a student has entered 9th grade:  
 Date First Entered the 9th Grade  
 NGA Cohort End Year  
 NCLB Cohort End Year

**State Graduation Record**

**Earliest Grade 9 Enrollment Information** Modified Date: 05/02/2017

Grade 9 Date	NCLB Cohort Year	District Number	District Name
08/10/2017	2021	4321	ABC County

*State-linked District Graduation Editor*

## Enrollment Data

The Enrollment Data section repeats the information from the student's [General Enrollment Information](#) editor. It cannot be modified from the Graduation tool.

*Ninth Grade Enrollment Fields on Graduation Editor*

## Deletion of Graduation Data

When the student's last enrollment record in the district is deleted, the entire graduation record is also be deleted.

When the last enrollment in grades 9-12 is deleted, the data in the following fields is also deleted:

- Grade 9 Date
- NGA Cohort End Year
- NCLB Cohort End Year

When a 9th grade enrollment record or enrollment history record is deleted:

- The auto-populated fields are re-calculated using the data from the remaining 9th grade

enrollment/enrollment histories.

- The auto-populated fields may update to a later date if the earliest 9th grade enrollment or history is deleted.

Warning messages appear in the noted areas indicating graduation information is deleted. These messages appear when modifying enrollment information.

- When a student's last enrollment record (student only has one enrollment left) is deleted, graduation information is deleted.
- When a student's last 9-12 grade enrollment or enrollment history is deleted, existing graduation information is deleted.
- When saving an enrollment record for students who shouldn't have graduation data (i.e., the student's grade level is no longer in grades 9-12), the graduation data is deleted.

## Addition of Graduation Data

When an enrollment record for grade 9 is created for a student, a graduation record is also created. If a student is newly enrolled in a district after grade 9, the graduation record needs to be manually created.

Information can only be added for the above fields for students in grades 9-12. If the student is not enrolled in these grade levels, the graduation fields are grayed out and the user cannot enter data.

If data exists for a student who is not enrolled in grades 9-12, the entered data can be seen but is not editable and is removed upon re-saving the Graduation record.

When changes are made to the 9th grade enrollment or enrollment history, all graduation records are synced across all districts.

Lockers
**Graduation**
Standards
Athletics
AdHoc Letters
Waiver
Recor

Save
Documents

The following fields can only be filled out once a student has entered 9th grade:

- Date First Entered the 9th Grade
- NGA Cohort End Year
- NCLB Cohort End Year

**Enrollment Data: ISD #4321** -

**Calendar: 2015-16 High School** -

<p><b>*Grade</b> 09</p> <p><b>*Start Date</b> 09/08/2015</p> <p><b>*State Start Status</b> 00: Last year, public school, same district</p>	<p><b>*Service Type</b> P: Primary</p> <p><b>End Date</b> 08/09/2016</p> <p><b>State End Status</b> 40: EOY, enrolled on last day of school year</p>
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**Graduation Detail: ISD #4321** -

**General Graduation Information** -

**Diploma Date:**

**Diploma Type:**

Fields Populated for Grade 9-12 Student Only

## Graduation Detail

The Graduation Detail section lists the student's general graduation information (diploma date, NGA cohort information, etc.) and any required fields necessary for state reporting.

Enrollment Data: ISD #4321

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Calendar: 2015-16 High School

<p><b>*Grade</b> 09</p> <p><b>*Start Date</b> 09/08/2015</p> <p><b>*State Start Status</b> 00: Last year, public school, same district</p>	<p><b>*Service Type</b> P: Primary</p> <p><b>End Date</b> 06/09/2016</p> <p><b>State End Status</b> 40: EOY, enrolled on last day of school year</p>
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Graduation Detail: ISD #4321

**General Graduation Information**

Diploma Date:

Diploma Type:  ▼

Diploma Period:  ▼

Date First Entered the 9th Grade:

NGA Cohort End Year:  ▼

NCLB Cohort End Year:

Post Grad Location:  ▼

Post Grad Plans:  ▼

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State Reporting Graduation Fields

*Graduation Detail Fields*

## General Graduation Information

Field	Description	Ad hoc Fields
<b>GRAD Score</b>	<p>The Graduation-Related Analytic Data (GRAD) score summarizes a student's educational record with a single number indicating the student's likelihood of completing high school. See the <a href="#">Graduation GRAD Score</a> section below for more information.</p> <p><b>GRAD score functionality is only available for districts that have <a href="#">Early Warning</a> functionality.</b></p>	earlyWarningScore.gradScore
<b>Diploma Date</b>	Entered date (MMDDYY format) indicates when the student received their high school diploma or equivalent measure of achievement (GED, etc.).	graduation.diplomaDate
<b>Diploma Type</b>	Selection indicates the received measure of achievement the student received upon high school graduation. Options for this field vary by state.	graduation.diplomaType
<b>Diploma Period</b>	Selection indicates the time of year the student received the diploma.	graduation.diplomaPeriod

Field	Description	Ad hoc Fields
<b>Date First Entered the 9th Grade</b>	<p>Entered date (MMDDYY format) indicates when the student first entered the ninth grade. This date may also be auto-populated based on the student's enrollment or historical enrollment records.</p> <p>This year compares the enrollment start date for the student's 9th grade enrollment to a hard-coded July 1 to June 30 date range. The School Years setting on the Calendar is not used, the type of calendar (regular vs. summer school) is not referenced in the logic of this end year, and the type of enrollment (primary vs. partial vs. special education) is not referenced.</p> <p>It is up to the district in most cases to determine when a student's first 9th grade enrollment occurs. However, there may be specific guidance from the state's department of education that should be followed.</p> <p>In instances where a student's first time enrollment in 9th grade falls into a Summer School calendar where the student is taking some required 9th grade courses during the summer, and the student is still in 9th grade in the fall of that year, the summer school date should be entered. If the student is taking 8th grade courses in the summer school calendar before being considered a 9th grader, the student would still be considered an 8th grader in the summer school calendar.</p> <p>Summer School calendars that begin in June (before July 1) are part of the previous school year (June 2016 calendars are part of the 2015-16 school year); summer school calendars that begin in July (on or after July 1) are part of the upcoming school year (July 2016 calendars are part of the 2016-17 school year).</p>	graduation.grad9Date

Field	Description	Ad hoc Fields
<b>NGA Cohort End Year</b>	This field is used as part of the National Governor’s Association graduation calculation rate. The selected year is often four years after the ninth grade start year; if a student has not graduated high school in four years (could be less than or more than four years), this selection can be changed.  A <a href="#">System Preference</a> exists that allows districts to set the year value for this field.	graduation.cohortYearNGA
<b>NCLB Cohort End Year</b>	This field is the end year of the four year cohort used as part of NCLB legislation, auto-populated from the <b>Date First Entered the 9th Grade</b> field.	graduation.cohortYearNCLB
<b>Post Grad Location</b>	Selection indicates where the student is participating in after-high school activities, either IS: In-State or OS: Out-of-State. These activities are based on the selection for the Post Grad Plans fields.	graduation.postGradLocation
<b>Post Grad Plans</b>	Selection indicates what the student is planning on doing after high school graduation.	graduation.postGradPlans

## State Reporting Graduation Fields

Required Graduation fields vary by state. Refer to localized product content for information on entering data into this section.

**State Reporting Graduation Fields**

College Entrance Req Status: 1: Plan to take courses for 4 yr. college req. ▼

Postsecondary Acceptance Status: 1: UC Campus ▼

Postsecondary Application Status:

Projected Graduation Date: 06/08/2018 📅

*State Reporting Graduation Fields*

## State Seal Information

The State Seal Information section allows you to add State Seal records to a student's graduation record.



The State Seal Information section varies per state. See your specific state documentation for more information.

**State Reporting Graduation Fields**

College Entrance Req Status:

Postsecondary Acceptance Status:

Postsecondary Application Status:

Projected Graduation Date: 06/08/2018

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**State Seal Information**

*State Seal	Date Earned	Proficiency Date	Language
X 2: Golden Seal of Merit	05/31/2018 <input type="calendar"/>	05/31/2018 <input type="calendar"/>	English (00) <input type="text"/>

*State Seal Information*

## Enter Graduation Data

1. Enter the **Diploma Date** in *mmddyy* format or by selecting the Calendar icon and choosing a date.
2. Select a **Diploma Type** from the dropdown list.
3. Select a **Diploma Period** from the dropdown list.
4. Enter the **Date First Entered the 9th Grade** in *mmddyy* format or by selecting the Calendar icon and choosing a date. This date should match the **Start Date** listed in the Enrollment Data section. Overrides are allowed for users with proper tool rights.
5. Select the **NGA Cohort End Year** from the dropdown list. This field auto-populates based on enrollment information. Overrides are allowed for users with proper tool rights.
6. The **NCLB Cohort End Year** auto-populates with the year four years following the **Date First Entered the 9th Grade**.
7. Select the student's **Post Grad Location** from the dropdown list.
8. If applicable, select the **State Seal** information.
9. Select the **Save** icon when finished.

## Graduation Scenarios and Logic

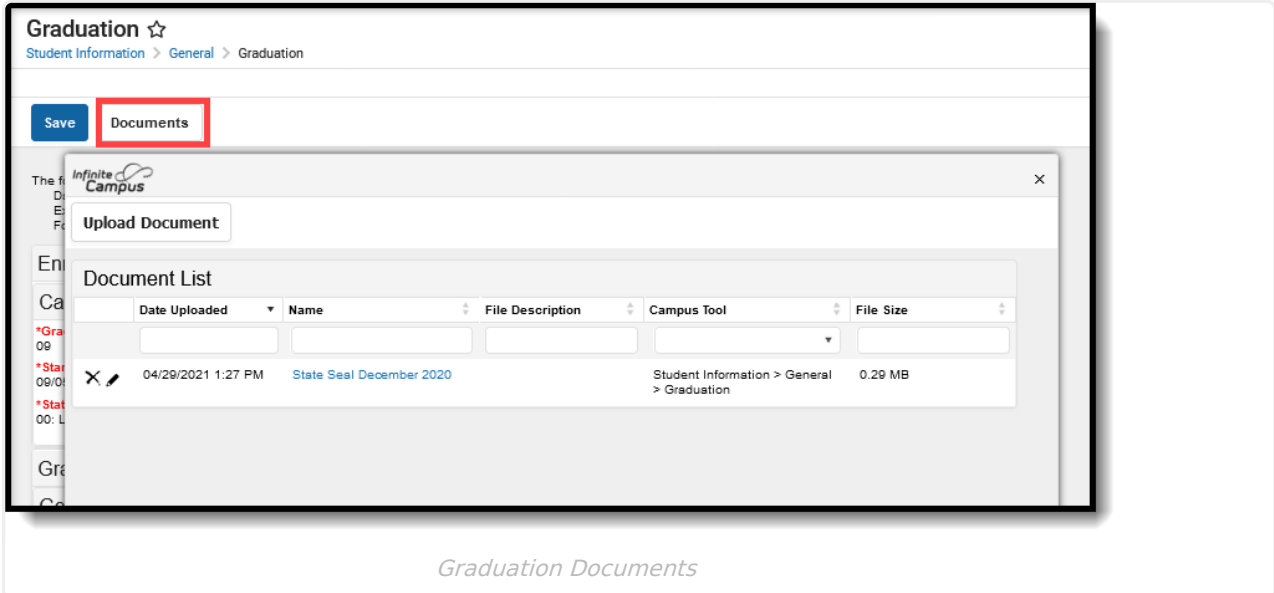
[▶ Click here to expand...](#)

## GRAD Score

[▶ Click here to expand...](#)

# Documents

To view documents, click the **Documents** button on the action bar. See the [Student Person Documents](#) article for more information.



## Additional Information

[Subrights for Graduation](#) | [Graduation Information In Ad hoc Query Wizard](#)

### Subrights for Graduation

Additional subrights are needed to modify fields on the Graduation tool.

- **R** rights to **Modify Cohort** are needed to modify the student's **NGA Cohort End Year** and **NCLB Cohort End Year** fields.
- **R** rights to **Modify 9th Grade Start Date** are needed to modify the **Date First Entered 9th Grade Field**, which is automatically populated when a 9th grade enrollment is created.

### Graduation Information In Ad hoc Query Wizard

Graduation information is available in the Query Wizard for **Student data types** in the **Learner > Graduation** elements folder. If your state also uses **Graduation Seals**, those fields are available as well.

Select categories & fields

Filter By  Search Clear

All Fields

- Learner
  - Active Enrollment
    - Graduation elements
      - grade9Date
      - cohortYearNGA
      - cohortYearNCLB
      - diplomaDate
      - diplomaType
      - diplomaPeriod
      - postGradPlans
      - postGradLocation
      - gradPathMath
      - gradPathReading
      - gradPathWriting
      - gradPathMathDate
      - gradPathReadingDate
      - gradPathWritingDate
      - gradPathMathReimburse
      - gradPathReadingReimburse
      - gradPathWritingReimburse
    - Graduation Seal
  - State Localized Elements
  - All Enrollments
  - Enrollment History

Selected Fields

- graduation.grade9Date
- graduation.cohortYearNGA
- graduation.cohortYearNCLB
- graduation.diplomaDate
- graduation.diplomaType
- graduation.diplomaPeriod
- graduation.postGradPlans

Add Function Edit Function

Graduation Elements in Ad hoc