Graduation

Last Modified on 10/06/2026 7:40 am CDT

Path: Student Information > General > 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.

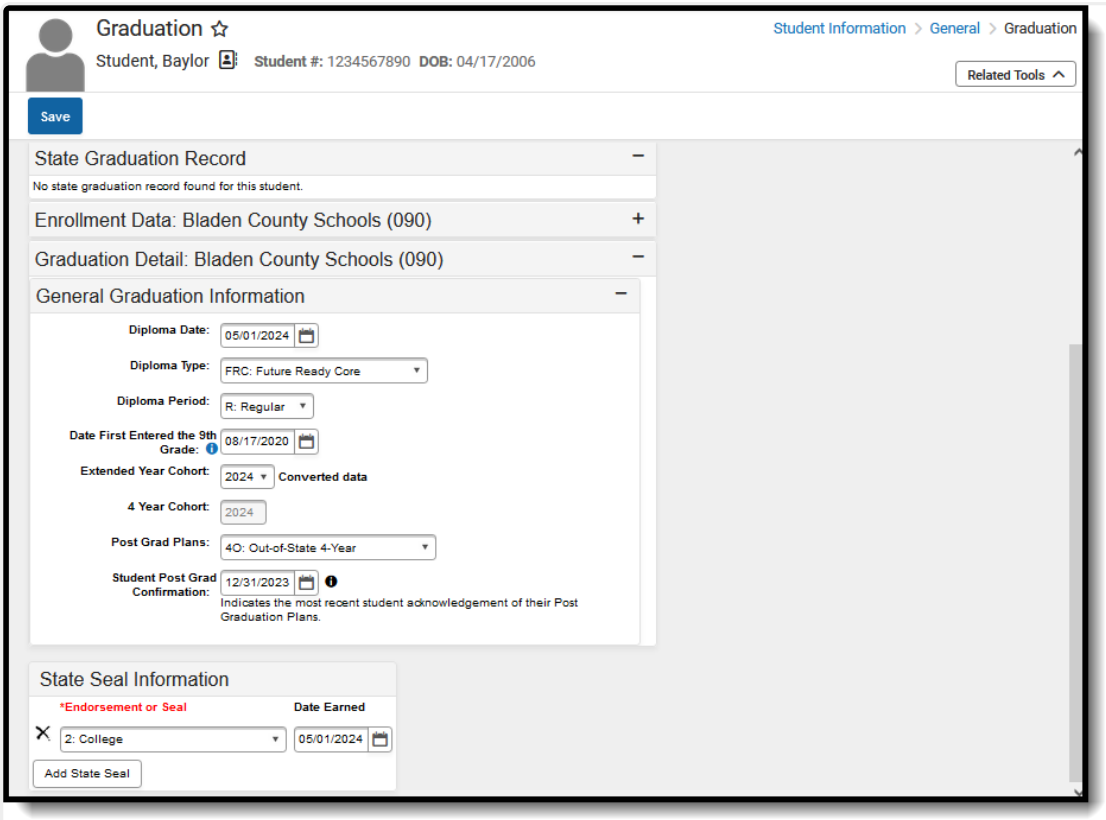
The Graduation tool provides districts with the ability to track graduation information used in state reporting, AYP (Average Yearly Progress) determinations and NCLB (No Child Left Behind) report cards. Districts can track when a student first entered ninth grade and calculate their expected graduation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

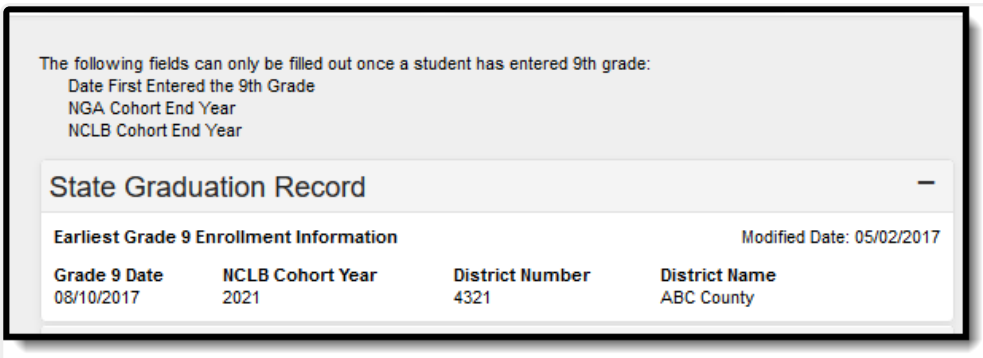
Fields vary by state. See the State-Specific Information section for more information on Graduation procedures in your state.



Districts use the Graduation tool to track each student's graduation-related information.

See the Graduation Tool Rights article for information about rights needed to use this tool.

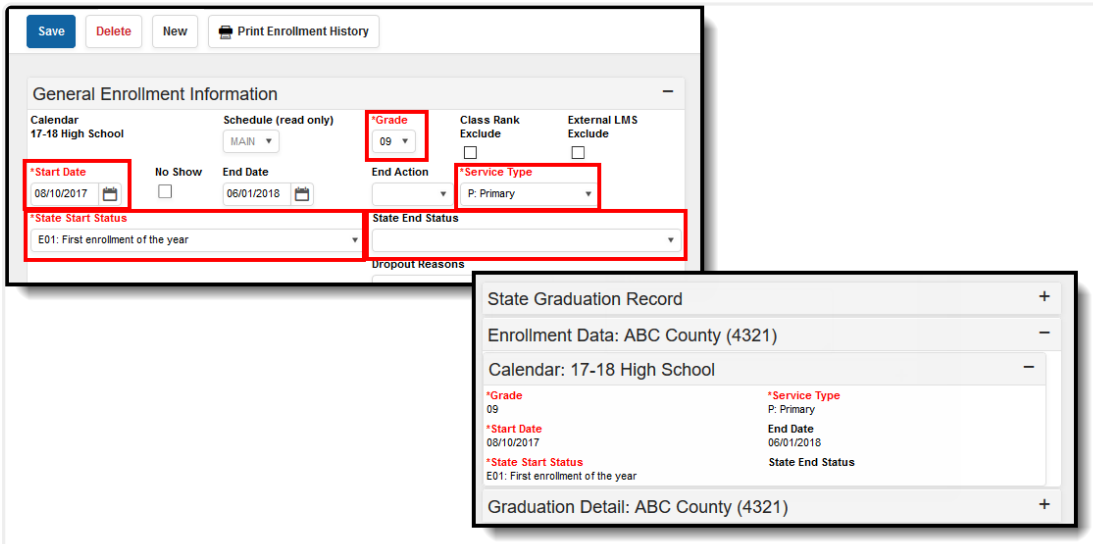
Users at state-linked districts can see the graduation information available at the state in the State Graduation **Record** section.



State-linked districts have a special State Graduation section.

Enrollment data

The Enrollment Data section repeats the information from the student's Enrollments/General Enrollment Information editor. It cannot be modified from the Graduation tool.



General Enrollment Information in the Graduation tool populates from the student's Enrollments editor.

Deletion of graduation data

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

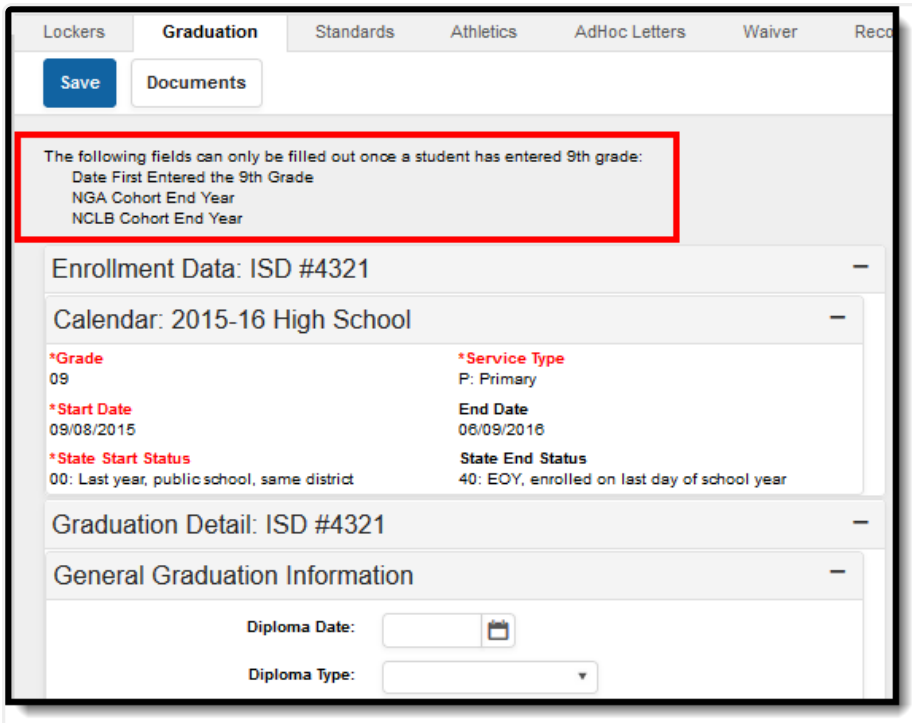
Addition of graduation data

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.

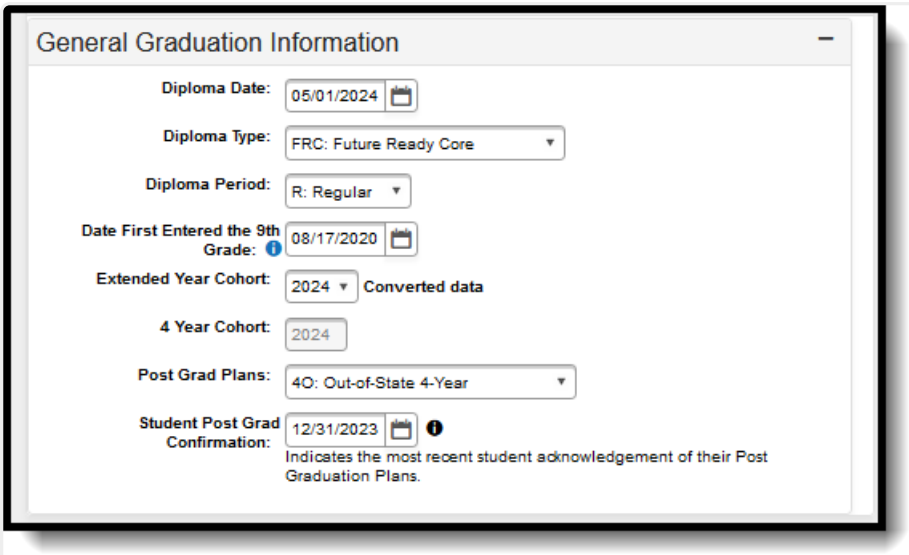
When changes are made to the 9th grade enrollment or enrollment history, all graduation records are synced across all districts.



Some information can only be filled out once a student has entered 9th grade.

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.



General graduation information includes diploma and cohort information.

General graduation information

Field	Description	Ad hoc Fields
GRAD Score	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 Graduation GRAD Score section below for more information. **GRAD score functionality is only available for districts that have Early Warning functionality.**	earlyWarningScore.gradScore
Diploma Date	Entered date (MMDDYY format) indicates when the student received their high school diploma or equivalent measure of achievement (GED, etc.).	graduation.diplomaDate
Diploma Type	Selection indicates the received measure of achievement the student received upon high school graduation. Options for this field vary by state.	graduation.diplomaType
Diploma Period	Selection indicates the time of year the student received the diploma.	graduation.diplomaPeriod

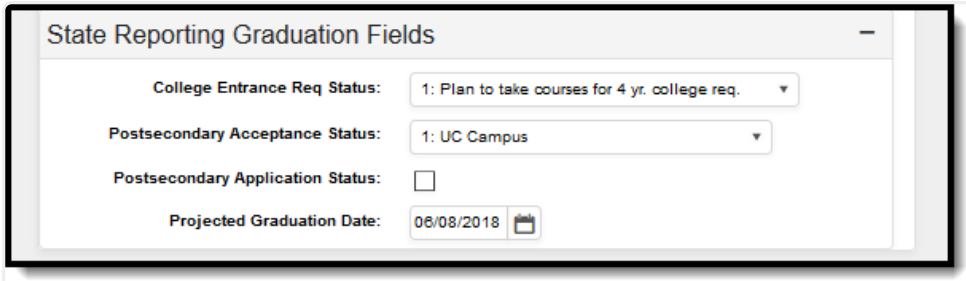
Field	Description	Ad hoc Fields
Date First Entered the 9th Grade	Entered date (MMDDYY format) indicates when the student first entered the ninth grade. This date may also be auto-populated based on the student's enrollment or historical enrollment records. This year compares the enrollment start date 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. 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. 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. 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	graduation.grad9Date

Field	Description	Ad hoc Fields
	calendars are part of the 2016-17 school year).	
NGA Cohort End Year	This field is used as part of the National Governor's Association graduation calculation rate. The NGA Cohort End Year is used to determine the expected graduation year for a group of similar students entering 9th grade in the same school year. The selected year defaults to four years *after* the ninth grade start year. A student may NOT be assigned a cohort of less than four years. Students who graduate early are included as part of the graduating cohort four years from the ninth grade start year. Users may extend the NGA Cohort End Year beyond the typical four years to allow a cohort more time to complete their education. Time may be extended to allow for educational need and special education opportunities up to the age of 21. A System Preference exists that allows districts to set the year value for this field.	graduation.cohortYearNGA
NCLB Cohort End Year	This field is the end year of the four year cohort used as part of NCLB legislation, auto-populated from the **Date First Entered the 9th Grade** field.	graduation.cohortYearNCLB
Post Grad Location	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
Post Grad Plans	Selection indicates what the student is planning on doing after high school graduation.	graduation.postGradPlans

Field	Description	Ad hoc Fields
Student Post Grad Confirmation	This field populates with the date the student last confirmed their post-graduation plans. • When the student reviews their academic plan in the Student Portal, this field automatically populates with that date. • When the student and their counselor review their academic plan, the counselor can populate this field with the meeting date.	

State reporting graduation fields

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

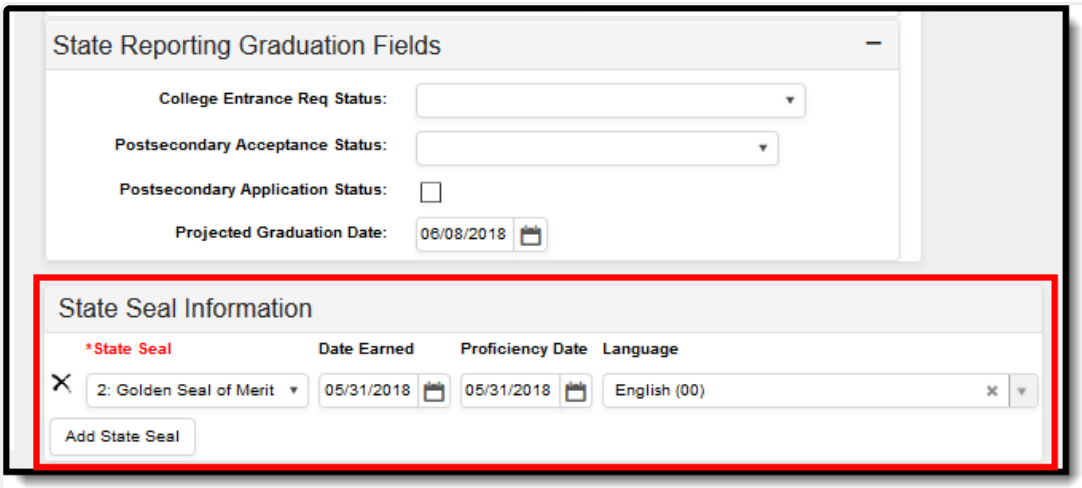


State reporting graduation fields can vary by state.

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 seal information varies by state. Not all states use this area.

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...

District level scenarios

The following scenarios apply to district-level information. If the district is part of a Campus State Edition product, the data syncs to the state to reflect existing information at the district level.

Scenario	Logic
Normal Promotion to Ninth Grade using Enrollment Roll Forward	When the Enrollment Roll Forward Wizard is used to move students from eighth to ninth grade, Graduation entries for all newly created ninth-grade enrollments calculate and populate the values for the Date First Entered the 9th Grade, NGA Cohort End Year and NCLB Cohort End Year fields.
Mid-Year Promotion by Manual Operation	When a user creates a ninth-grade enrollment for a student and ends the student's current enrollment record in eighth grade after the year has started, Campus calculates and populates the values for the Date First Entered the 9th Grade, NGA Cohort End Year and NCLB Cohort End Year fields for the student.
Creation of Enrollment History Record	Upon creation of an Enrollment History record (entering enrollment information for previous years/grades), Campus calculates and populates the values for the Date First Entered the 9th Grade, NGA Cohort End Year and NCLB Cohort End Year fields for the student when a ninth-grade enrollment exists.
New Student in Ninth Grade (first enrollment in District/State)	Upon creation of a new enrollment record, Campus calculates and populates the values for the Date First Entered the 9th Grade, NGA Cohort End Year and NCLB Cohort End Year fields for the student when a ninth-grade enrollment exists.
New Student in 10-12 Grade (first enrollment in District/State)	If a tenth, eleventh or twelfth-grade student is new within the district/state, the user should enter an Enrollment History record for ninth grade for this student (even if the student did not attend ninth grade within the district/state). Upon creation of an Enrollment History record, Campus calculates and populates the values for the Date First Entered the 9th Grade, NGA Cohort End Year and NCLB Cohort End Year fields for the student.
New Student in 9th Grade (previous enrollment in state)	If the student has already started ninth grade elsewhere in the state, the new district can create a ninth-grade Enrollment History record, and Campus calculates and populates the values for the Date First Entered the 9th Grade, NGA Cohort End Year and NCLB Cohort End Year fields for this student in the District Edition. If the student is starting ninth grade for the first time in the new district, upon creation of an enrollment record, Campus calculates and populates the values for the Date First Entered the 9th Grade, NGA Cohort End Year and NCLB Cohort End Year fields for this student in the District Edition.
New Student 10-12 Grade (previous enrollment in state)	Enter a ninth-grade Enrollment History record for this student. Upon creation of an Enrollment History record, Campus calculates and populates the values for the Date First Entered the 9th Grade, NGA Cohort End Year and NCLB Cohort End Year fields for the student.

Cleanup scenarios

If changes are necessary, a user must have proper rights to modify graduation fields.

Scenario	Logic
Modifications to Date first entered 9th grade and/or NGA Cohort End Year after District Imports Data	The appropriate determination field is set to user when a user modifies information.
Deletion of a 9th grade enrollment	If the district or state user deletes a ninth grade enrollment or Enrollment History record, the system does not delete data from the Date First Entered the 9th grade, NGA Cohort End Year or NCLB Cohort End Year fields. Users need to manually clear the data in the Date first Entered 9th Grade field to remove the cohort information.

Graduation cohort fields logic and validations

The cohort fields (NGA Cohort End Year, NCLB Cohort End Year and the cohortYearNGADetermination element) auto-populate for all of the following scenarios:

Scenario	Example	Comments
System detection of an existing ninth-grade enrollment(former or current) when a new enrollment is created.	Cohort fields are auto-populated when a student transfers districts within a state edition. The previous district's ninth grade enrollment records set the **Date First Entered the 9th Grade** in the new district.	Transfers between districts trigger a value to be set in the **Date First Entered the 9th Grade** field of the new district when a ninth-grade enrollment exists. User-defined, converted and imported values for this field do not transfer.
Creation of a new ninth-grade enrollment or enrollment history.	Cohort fields are auto-populated when a new ninth-grade enrollment is created or a historical ninth-grade enrollment is entered. User-defined values in the **Date First Entered the 9th Grade** override auto-populated values.	

Scenario	Example	Comments
Imported ninth-grade enrollments (created via file upload to state level only)	Cohort fields are auto-populated when a new ninth-grade enrollment is created through use of an import tool. The user receives warning that the enrollment entered may affect the graduation cohort fields.	
Creation of a new ninth-grade enrollment with the Enrollment Roll Forward tool.	**Example:** Cohort fields are auto-populated when the **Date First Entered the 9th Grade** field is NULL or if the new **Date First Entered the 9th Grade** is earlier than the existing **Date First Entered the 9th Grade**. The fields should not auto-populate for enrollments where a graduation date has already been populated or if the *grade9Determination* field is set to "User Modified."	

Auto-population logic

The logic of the auto-population process is as follows. The system:

1. Compares the current **Date First Entered the 9th Grade** and **NGA Cohort End Year** to find the existing cohort length.
2. Saves the new **Date First Entered the 9th Grade**.
3. Saves the **NGA Cohort End Year** as the new **Date First Entered the 9th Grade** plus the previous cohort length.
4. Saves the *cohortYearNCLB* as the new **Date First Entered the 9th Grade** plus four years (the end year of the **Date First Entered the 9th Grade** plus three years).
5. Sets the *grade9Determination* status as "Auto" or "Import."
6. Saves the *cohortYearNGADetermination* status as "Auto" or "Import."

The following situations prevent auto-population of the cohort fields (**Date First Entered the 9th Grade**, **NGA Cohort End Year** or **NCLB Cohort End Year**):

- If the *grade9Determination* field is set to "Auto" and the **Date First Entered the 9th Grade** is not NULL, a user has prevented auto-population by manually changing the **Date First Entered the 9th Grade.** None of the cohort fields auto-populate.
- If the *grade9Determination* field is set to "Convert," converted data was manually entered at some point and was placed in the **Date First Entered the 9th Grade** and/or **NGA Cohort End Year** fields. None of the cohort fields should auto-populate.

NGA cohort end year validation

Users are only able to change the value to a year that is four, five or six years after the ninth-grade start date. If a student's ninth-grade start date is 08/08/2004, the **NGA Cohort End Year** field can only be a value of 2008, 2009 or 2010.

Related tools

The Enrollment End Batch and Enrollment Roll Forward tools contain logic for adjusting graduation items at the start and end of a school year.

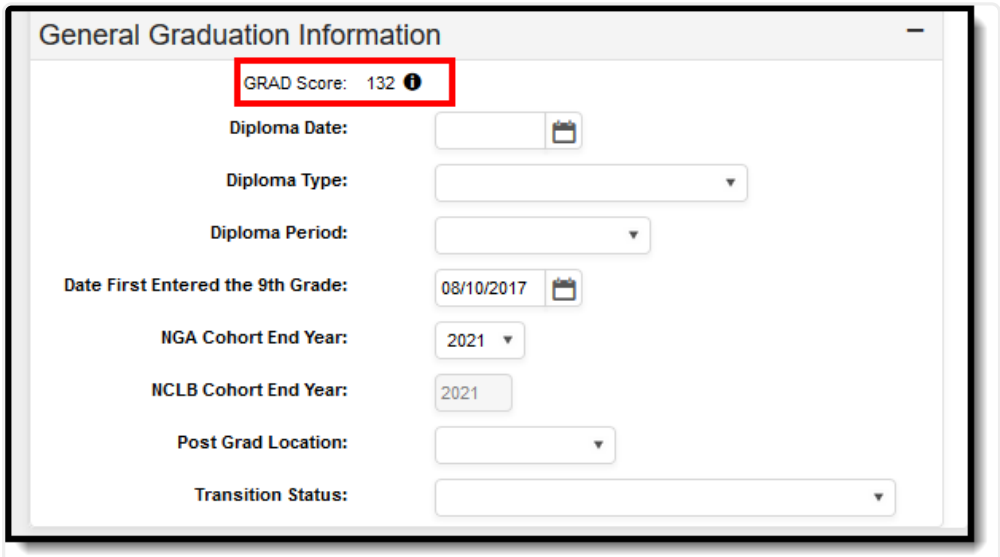
GRAD score

Click here to expand...

GRAD Score functionality is only available for Kentucky Public Schools.

The Graduation-Related Analytic Data (GRAD) Score summarizes a student's educational record with a single number indicating the student's likelihood of promotion to the next grade level. It measures factors predictive of dropping out and factors indicative of a student's persistence to the next grade level or to graduation.

See the Early Warning article for more information on GRAD Score.

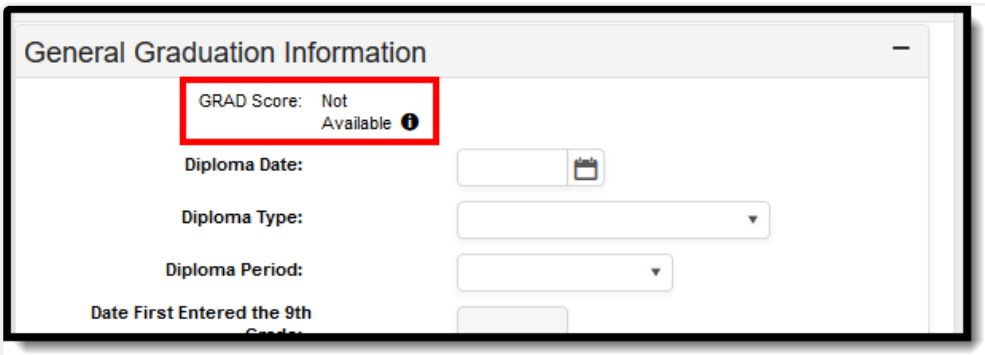


GRAD Score information is populated from the Early Warning tool.

In order to view a student's GRAD Score, users must have at least **R**(ead) tool rights to **Student Information > General > Graduation > View GRAD Score**.

If a student does not have enough historical data available in Campus, the graduation tool may display a GRAD Score with a value of 'Not Available'. Without a proper amount of data, the predictive model cannot make an accurate prediction. This value may also be returned if the student does not have a 9th grade enrollment record within the school, which would mean there is also no graduation record or diploma date.

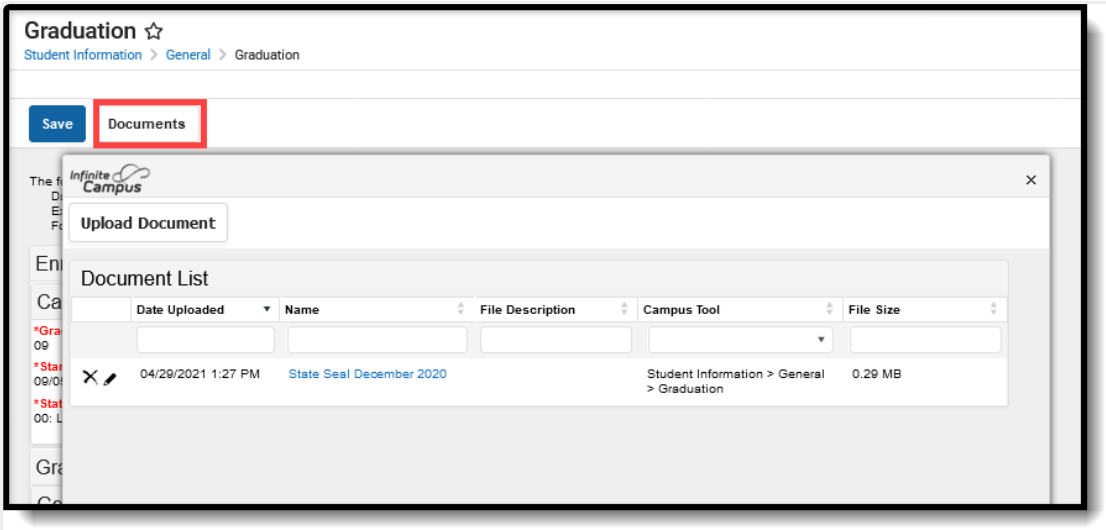
An error connecting Campus to predictive analysis databases may also result in a value of 'Not Available'. This issue is most apparent if all students within a school are displaying this value.



Some students may not have enough information to generate a GRAD score.

Documents

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

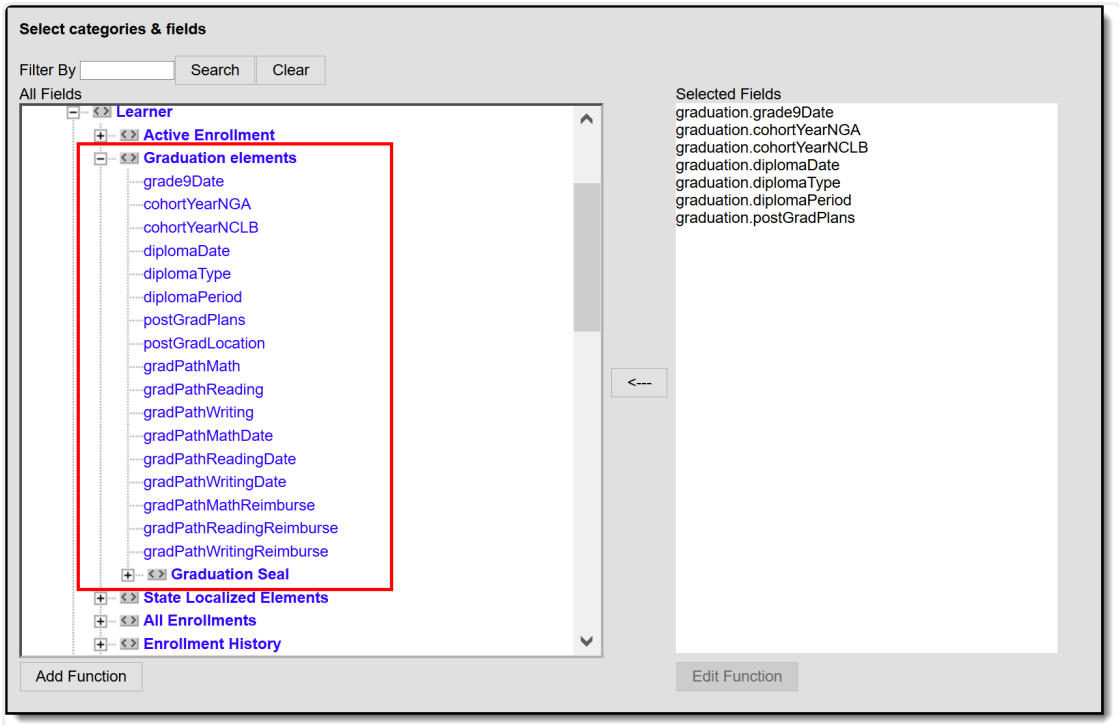


Graduation Documents

Additional information

Graduation information In Ad hoc

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.



Ad hoc filters can be created to extract graduation-related data.

State-specific information

Fields vary by state:

- Arizona Graduation
- BIE Graduation
- California Graduation
- Colorado Graduation
- Connecticut State Seal Information
- Delaware Graduation
- Idaho Graduation
- Illinois Graduation
- Indiana Graduation
- Kansas Graduation
- Kentucky Graduation
- Maine Graduation
- Minnesota Graduation
- Missouri Graduation
- Missouri State Seal Information
- Montana State Seal Information
- Nebraska Graduation
- Nevada Graduation
- New Mexico State Seal Information
- Oregon Graduation
- Pennsylvania Graduation
- South Dakota Graduation
- Texas Graduation
- Virginia Graduation
- Wisconsin Graduation