

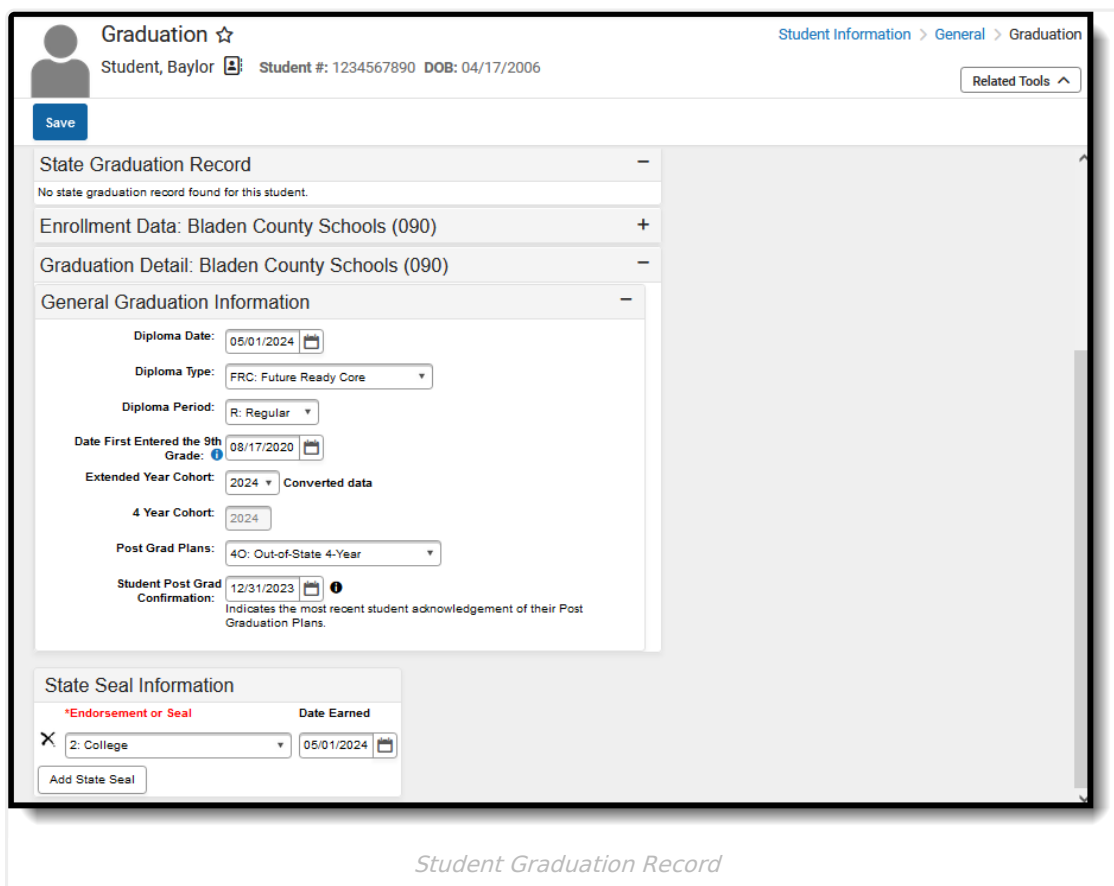
# Graduation (North Carolina)

Last Modified on 05/01/2025 9:32 am CDT

Tool Search: Graduation

The Graduation record allows districts to track graduation information used in state reporting, AYP (Average Yearly Progress) determinations, and report cards. This tool also allows districts to track when a student first entered ninth grade and calculate their expected graduation date.

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



Graduation ☆

Student Information > General > Graduation

Student, Baylor ⓘ Student #: 1234567890 DOB: 04/17/2006

Save

State Graduation Record

No state graduation record found for this student.

Enrollment Data: Bladen County Schools (090) +

Graduation Detail: Bladen County Schools (090) -

General Graduation Information

Diploma Date: 05/01/2024

Diploma Type: FRC: Future Ready Core

Diploma Period: R: Regular

Date First Entered the 9th Grade: 08/17/2020

Extended Year Cohort: 2024 Converted data

4 Year Cohort: 2024

Post Grad Plans: 4Q: Out-of-State 4-Year

Student Post Grad Confirmation: 12/31/2023

Indicates the most recent student acknowledgement of their Post Graduation Plans.

State Seal Information

\*Endorsement or Seal Date Earned

X 2: College 05/01/2024

Add State Seal

Student Graduation Record

The District Edition user interface displays one graduation record for each student on the Graduation tab. Collected graduation data varies by state.

The Graduation record contains the same information 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 fields on the Graduation tab by district-level users sync to the state level.

Changes made by state-level users are NOT reflected at the district level.

Refer to the [Graduation Scenarios and Logic](#) section for information.

## Enrollment Data

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

## 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 when the earliest 9th grade enrollment or history is deleted.

Warning messages display in the noted areas indicating graduation information is deleted. These messages display 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. When a student is newly enrolled in a district after grade 9, the graduation record needs

to be manually created.

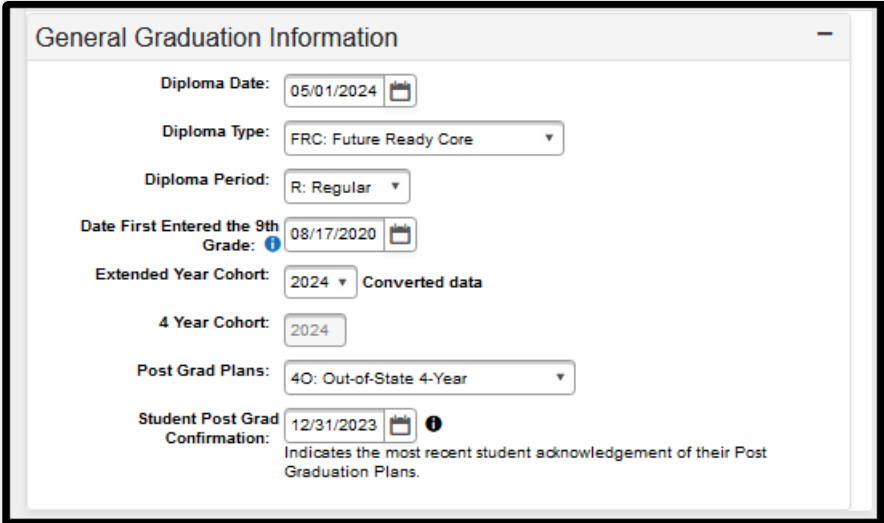
Information can only be added for the above fields for students in grades 9-12. When the student is not enrolled in these grade levels, the graduation fields are grayed out and the user cannot enter data.

When 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 tab.

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

## 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.



The screenshot shows a form titled "General Graduation Information" with the following fields:

- Diploma Date:** 05/01/2024 (with a calendar icon)
- Diploma Type:** FRC: Future Ready Core (dropdown menu)
- Diploma Period:** R: Regular (dropdown menu)
- Date First Entered the 9th Grade:** 08/17/2020 (with a calendar icon and an information icon)
- Extended Year Cohort:** 2024 (dropdown menu) with a "Converted data" label
- 4 Year Cohort:** 2024 (text input)
- Post Grad Plans:** 4O: Out-of-State 4-Year (dropdown menu)
- Student Post Grad Confirmation:** 12/31/2023 (with a calendar icon and an information icon)

Below the form, there is a caption: *General Graduation 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. The **4 Year Cohort End Year** auto-populates with the year four years following the **Date First Entered the 9th Grade**.
5. Select the **Extended 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. Select the student's **Post Grad Location** from the dropdown list.

7. Select the student's **Post Grad Plans** from the dropdown list.
8. Enter (or verify) the date the student last confirmed their graduation plans in the **Student Post Grad Confirmation** field.
9. When applicable, enter the **State Seal Information**.
10. Select the **Save** icon when finished.

## General Graduation Information

Field	Description
<b>Diploma Date</b>	Entered date (MMDDYY format) indicates when the student received their high school diploma or equivalent measure of achievement (GED, etc.).
<b>Diploma Type</b>	<p>Selection indicates the received measure of achievement the student received upon high school graduation.</p> <ul style="list-style-type: none"> <li>• FRC: Future Ready Core</li> <li>• GWC: Graduated with Certificate</li> </ul> <p>This field prints on the student's <a href="#">Transcript</a> as <b>Course of Study</b>.</p>
<b>Diploma Period</b>	<p>Selection indicates the time of year the student received the diploma.</p> <ul style="list-style-type: none"> <li>• M: Mid-Year</li> <li>• R: Regular</li> <li>• S: Summer</li> </ul>

Field	Description
<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. When 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>
<b>Extended Cohort End Year</b>	<p>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; when a student has not graduated high school in four years (could be less than or more than four years), this selection can be changed.</p> <p>A <a href="#">System Preference</a> exists that allows districts to set the year value for this field.</p>
<b>4 Year Cohort</b>	<p>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.</p>

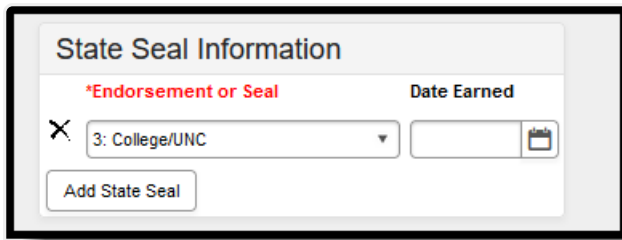
Field	Description
<b>Post Grad Plans</b>	<p>Selection indicates what the student is planning on doing after high school graduation.</p> <ul style="list-style-type: none"> <li>• 4O: Out-of-State 4-Year</li> <li>• 4P: Private In-State 4-Year</li> <li>• 4U: Public In-State 4-Year</li> <li>• 2O: Out-of-State 2-Year</li> <li>• CC: Community College In-State</li> <li>• OP: Other Postsecondary Training</li> <li>• MS: Military Service</li> <li>• EM: Employment</li> <li>• UN: Undecided/Other</li> </ul>
<b>Student Post Grad Confirmation</b>	<p>This field populates with the date the student last confirmed their post-graduation plans.</p> <ul style="list-style-type: none"> <li>• When the student reviews their <a href="#">academic plan</a> in the Student Portal, this field automatically populates with that date.</li> <li>• When the student and their counselor review their academic plan, the counselor can populate this field with the meeting date.</li> </ul>

## State Seal Information

The State Seal section allows the addition of graduation endorsements or seals to a student's graduation record. When a value is saved, this prints on the student Transcript in the Endorsements and Seals section.

Refer to the **High School Diploma Endorsements** descriptions on the [North Carolina Department of Public Instruction](#) site.

1. Select the student's **Endorsement or Seal**. Options are:
  - 1: Career
  - 2: College
  - 3: College/UNC
  - 4: North Carolina Academic Scholar
  - 5: Global Languages
  - 6: Arts Proficiency
  - 7: Citizenship Proficiency Endorsement
2. Enter the date the student earned the endorsement in the **Date Earned** field.
3. When the student has more than one endorsement or seal, click the **Add State Seal** button and repeat steps 1 and 2.
4. Click **Save**.



*State Seal Editor*

# Graduation Scenarios and Logic

► [Click here to expand...](#)

## District Level Scenarios

The following scenarios apply to district-level information. When 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
<b>Normal Promotion to Ninth Grade using Enrollment Roll Forward</b>	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 calculates and populates the values for the Date First Entered the 9th Grade, NGA Cohort End Year and NCLB Cohort End Year fields.
<b>Mid-Year Promotion by Manual Operation</b>	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.
<b>Creation of Enrollment History Record</b>	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.
<b>New Student in Ninth Grade (first enrollment in District/State)</b>	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.

Scenario	Logic
<b>New Student in 10-12 Grade (first enrollment in District/State)</b>	When 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 when 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.
<b>New Student in 9th Grade (previous enrollment in state)</b>	When the student has already started ninth grade elsewhere in the state, the new district creates 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. When the student is starting ninth grade for the first time in the new district, upon creation of an enrollment record, Campus will calculate and populate 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.
<b>New Student 10-12 Grade (previous enrollment in state)</b>	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
<b>Modifications to Date first entered 9th grade and/or NGA Cohort End Year after District Imports Data</b>	The appropriate determination field is set to user when a user modifies information.
<b>Deletion of a 9th grade enrollment</b>	When 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-populates for all of the following scenarios:

Scenario	Example	Comments
<b>System detection of an existing ninth-grade enrollment(former or current) when a new enrollment is created.</b>	Cohort fields are auto-populated when a student transfers districts within a state edition. The previous district's ninth grade enrollment records set the <b>Date First Entered the 9th Grade</b> in the new district.	Transfers between districts trigger a value to be set in the <b>Date First Entered the 9th Grade</b> field of the new district when a ninth-grade enrollment exists. User-defined, converted and imported values for this field do not transfer.
<b>Creation of a new ninth-grade enrollment or enrollment history.</b>	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 <b>Date First Entered the 9th Grade</b> override auto-populated values.	
<b>Imported ninth-grade enrollments (created via file upload to state level only)</b>	Cohort fields are auto-populated when a new ninth-grade enrollment is created through use of an import tool. The user receives a warning that the enrollment entered may affect the graduation cohort fields.	
<b>Creation of a new ninth-grade enrollment with the Enrollment Roll Forward tool.</b>	<b>Example:</b> Cohort fields are auto-populated when the <b>Date First Entered the 9th Grade</b> field is NULL or when the new <b>Date First Entered the 9th Grade</b> is earlier than the existing <b>Date First Entered the 9th Grade</b> . The fields should not auto-populate for enrollments where a graduation date has already been populated or when the <i>grade9Determination</i> field is set to "User Modified."	

## Auto-Population Logic

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

1. Compare the current **Date First Entered the 9th Grade** and **NGA Cohort End Year** to find the existing cohort length.
2. Save the new **Date First Entered the 9th Grade**.

3. Save the **NGA Cohort End Year** as the new **Date First Entered the 9th Grade** plus the previous cohort length.
4. Save 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. Set the *grade9Determination* status as "Auto" or "Import."
6. Save 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**):

- When 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.
- When 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. When 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.

## Manage Documents

To view documents, click the **Documents** button on the action bar. Users with the appropriate tool rights may also complete the following tasks.

- [Upload Documents](#)
- [Delete Documents](#)
- [Replace Documents](#)
- [Edit a Document Name or File Description](#)
- [Download Documents](#)