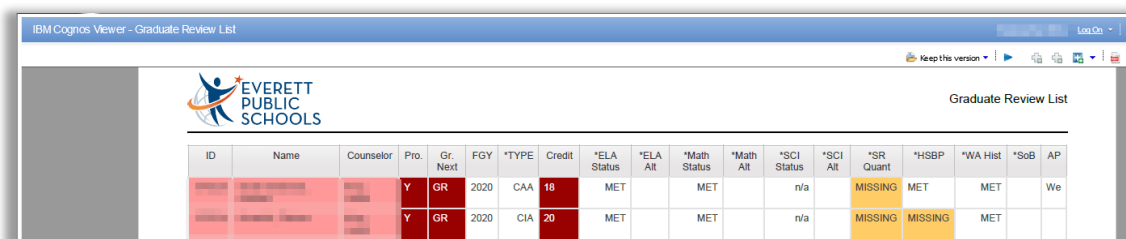


## SINGLE STUDENT GRADUATION CHECKLIST

For students who are not part of the normal June mass graduation, school registrars are responsible for graduating the student in eSchoolPlus. Prior to graduating the student, please ensure the student is eligible for graduation.

The **Graduate Review List** in Cognos will help you review the potential graduate.

Go to [Cognos > eSchool Application Reports > Report Card/Transcript > Graduate Review List](#)



The screenshot shows the 'Graduate Review List' in IBM Cognos Viewer. It includes the Everett Public Schools logo and a table with the following data:

ID	Name	Counselor	Pro.	Gr. Next	FGY	*TYPE	Credit	*ELA Status	*ELA Alt	*Math Status	*Math Alt	*SCI Status	*SCI Alt	*SR Quant	*HSBP	*WA Hist	*SoB	AP
			Y	GR	2020	CAA	18	MET		MET		n/a		MISSING	MET	MET		We
			Y	GR	2020	CIA	20	MET		MET		n/a		MISSING	MISSING	MET		

- Does the potential graduate have enough credits?
- Are all graduation requirements met and none listed as "Missing" or "Not Met"?
  - Questions regarding any of the following requirements should be directed to Cathy Woods in On-time Graduation:
    - ❖ HS & Beyond Plan (HSBP)
    - ❖ Senior Quantitative (SR Quant)
    - ❖ Credit Waivers
    - ❖ Subject Requirement Waivers
    - ❖ Graduation Pathway Waivers

## SINGLE STUDENT GRADUATION CHECKLIST

- Clear schedules
  - ❖ Summer grads: Clear the upcoming Fall student schedule (if applicable)
  - ❖ Mid-year grads: Clear the upcoming semester that has not yet started.
- Enter the earned date for students who have earned their Seal of Biliteracy
  - ❖ In Test History by Student, click open the WASSB-1-1
  - ❖ Enter the student's graduation date in the "Earned Date"

**Student Test Detail**

**Definition**

Test-Level-Form: WASSB - 1 - 1

Test Date\*: 04/25/2018

Print on Transcript: ☒

**Subtests and Scores**

**LANG1 - Language 1**

Language: 017 - Ukrainian

Assessment Provider: V - Written Assignment & Speaking and Listening - ALTA Language

Proficiency Date: 04/25/2018

**Earned Date** (highlighted in yellow)

**LANG2 - Language 2**

Language:

Assessment Provider:

Enter the graduation date for the "Earned Date"

### 3. Run Course Credit Calculation

*Mark Reporting > Utilities > Calculations > Course Credit Calculation*

**Course Credit Calculation**

**Prompts**

Building\*: 3407 - Cascade High School

School Year\*: 2021-2022 School Year





Report Card Run\*: 2

Run Calculation For: ☒ Only for Prompted School Year ☐ From Prompted Year Back Through

Amount to Log in Statistics File: ☐ Log Errors Only ☒ Log All Activity

Configuration Year

**Filter**

Actions	AND/OR	#	Area	Field Name	Condition	Value
 		1	Demographic	Student ID	=	
 	AND	2				

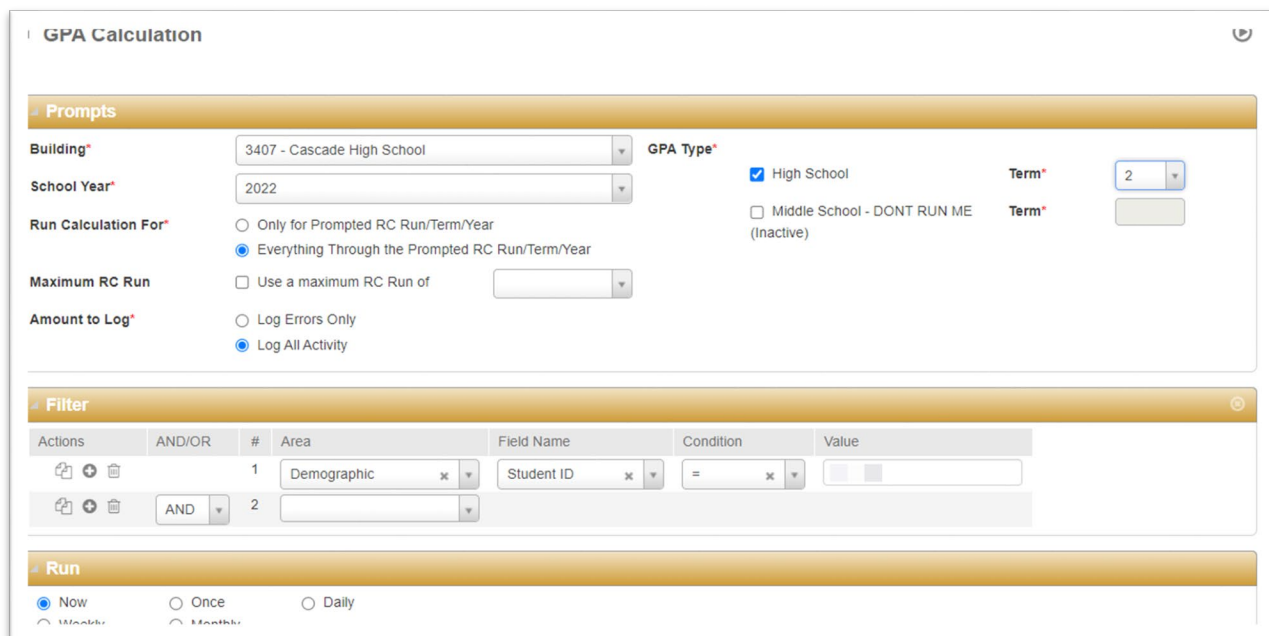
**Run**

☒ Now ☐ Once ☐ Daily

☐ Weekly ☐ Monthly

4. GPA Calculation for the student

[Mark Reporting > Utilities > Calculations > GPA Calculation](#)



**GPA Calculation**

**Prompts**

Building\* 3407 - Cascade High School GPA Type\* ☒ High School ☐ Middle School - DONT RUN ME (Inactive) Term\* 2







School Year\* 2022

Run Calculation For\* ☐ Only for Prompted RC Run/Term/Year ☒ Everything Through the Prompted RC Run/Term/Year

Maximum RC Run ☐ Use a maximum RC Run of

Amount to Log\* ☐ Log Errors Only ☒ Log All Activity

**Filter**

Actions	AND/OR	#	Area	Field Name	Condition	Value
  		1	Demographic	Student ID	=	<input type="text"/>
  	AND	2				<input type="text"/>

**Run**

☒ Now ☐ Once ☐ Daily ☐ Weekly ☐ Monthly

5. Enter the student's withdrawal date and appropriate graduation code (see table below) in Entry/Withdrawal screen.



**Entry/Withdrawal**

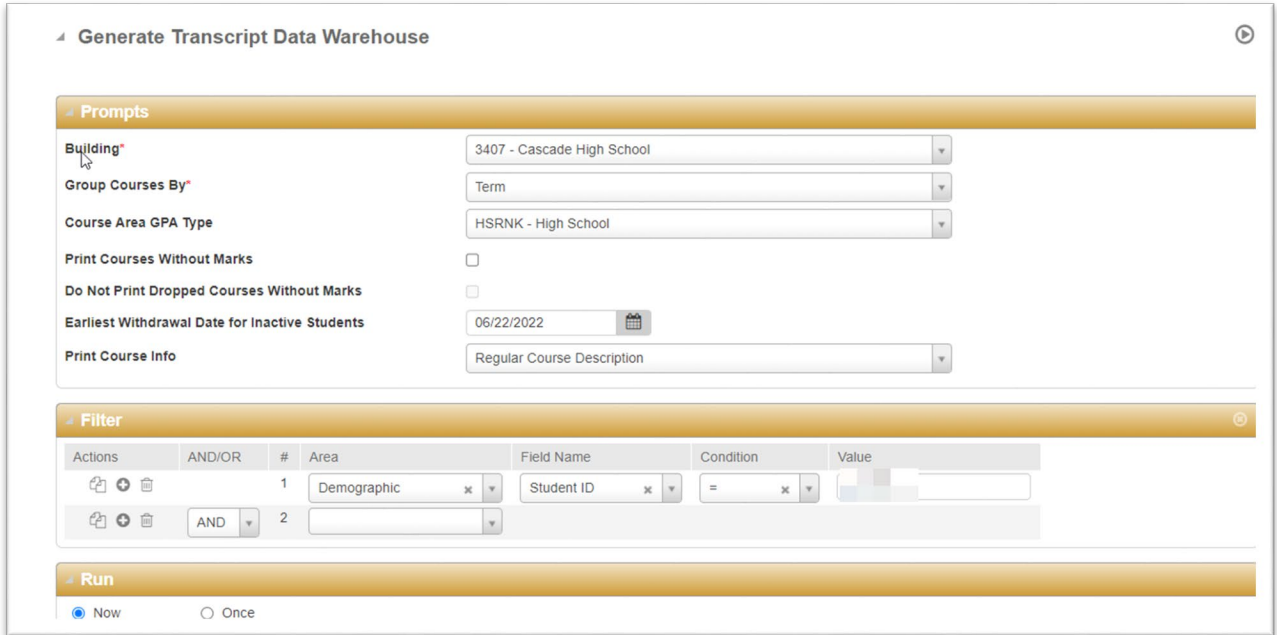
**Regular School Year**

School Year	Building	Calendar	Grade	Program Tracked Fields	Entry	Withdrawal	
				Primary School	Code	Date	Code
2019		R	12	Y	RU - Roll Up	09/05/2018	G0 - Graduated
2018		R	11	Y	OT - Other Public Sd (WA)	02/01/2018	EY - *****end Of Year

Code	Description
G0	Graduated
GA	Graduated by virtue of an Associate's degree ( <b>did not</b> meet Regular High Sschool Grad Requirements)
GM	Graduated with <b>BOTH</b> a regular high school diploma & an Associate's degree.
GI	Graduated with modifications defined in IEP (Use at direction of Special Services only)

6. Generate Transcript Data Warehouse

[Mark Reporting](#) > [Utilities](#) > [Generate Transcript Data Warehouse](#)



**Generate Transcript Data Warehouse**

**Prompts**

Building\* 3407 - Cascade High School

Group Courses By\* Term

Course Area GPA Type HSRNM - High School





Print Courses Without Marks ☐

Do Not Print Dropped Courses Without Marks ☐

Earliest Withdrawal Date for Inactive Students 06/22/2022

Print Course Info Regular Course Description

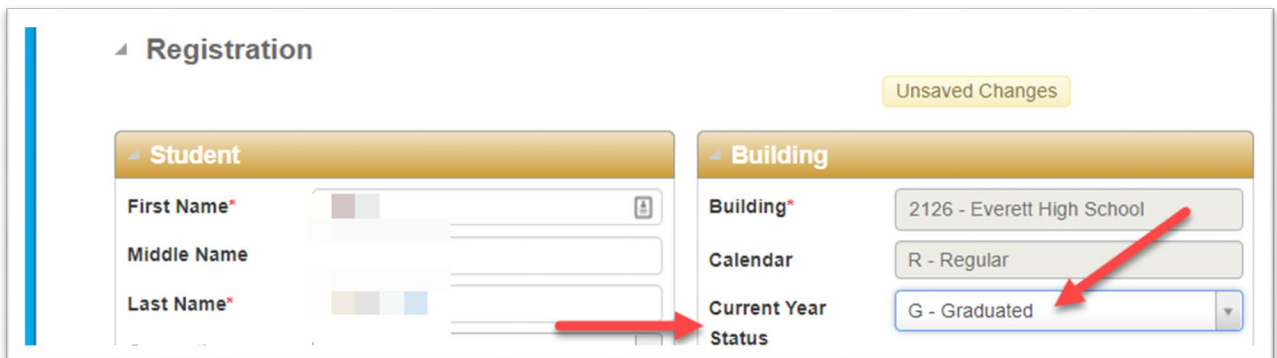
**Filter**

Actions	AND/OR	#	Area	Field Name	Condition	Value
 		1	Demographic	Student ID	=	
 	AND	2				

**Run**

☒ Now ☐ Once

7. Update the Current Year Status to “Graduated” in [Registration](#) > [Entry & Reports](#) > [Registration](#)



**Registration**

Unsaved Changes

**Student**

First Name\*

Middle Name

Last Name\*

**Building**

Building\* 2126 - Everett High School

Calendar R - Regular

Current Year Status G - Graduated

8. Generate the transcript and verify transcript looks correct.

9. Upload the transcript to Naviance.