

# 15G EMIS Reporting

**15G Dates for Extracts:** For the start dates for these reports you will want to use your first day of school last year and for the end date you will want to use the day after your last summer grad or one day before your first day of school this year.

Example: 08/xx/2014 to 08/xx/2015

## 15G Record types:

- GI – Student Demographics
- FN – Student Attributes – No Date
- FA – Student Assessment (**including AC, AP, IB, and SA assessment records**)
- FE – Student Special Education Graduation Requirement
- GP – Graduation Only
- GC – Student Graduation CORE Summary

## PowerSchool Users

You should have already completed your mass updating of diploma dates and types and so on from our yearend processes months ago and have already taken care of any retained students. You will need to Un-check the Exclude From State Reporting? Check box from Graduate building for G reporting. The PS path is **District>District>Schools/School Info**

**NOTE: If S,R,C or L reporting periods are open at the same time – remember to then re-check this so as to not include the information from the Graduate building when running your other extracts.**

Screen shot below:

**PowerSchool** School: District Office Term: 12

Start Page > District Setup > Schools/School Info > Edit School

### Edit School

School Name	<input type="text" value="Graduated Students"/>
School Abbreviation	<input type="text" value="Graduated S (example: FHS)"/>
Is a Summer School	<input type="checkbox"/> Checking this will allow the school to show up in the student "Summer School Indicator" drop-down and will change how the year term number is identified for years starting after July 1.
School Address (Full) (include school name)	<input type="text"/>
School Address	<input type="text"/>
School City	<input type="text"/>
School State/Province	<input type="text" value=""/>
School Postal/Zip Code	<input type="text"/>
School Phone Number	<input type="text"/>
School FAX Number	<input type="text"/>
School Number (9 digit maximum)	999999 (once entered, do not change later)
Alternate School Number	<input type="text" value="0"/> (Use as zero to use school number)
StatePrId (32 character maximum)	<input type="text"/> (Use only when SIF is enabled)
Exclude From State Reporting?	<input checked="" type="checkbox"/>

All districts will run their extracts as normal and load the files into the EMIS-R data collector for processing for the graduate reporting period- 15G.

**\*\* As always review your files in the data collector Level 1 report and all preview reports prior to a submission.**

**\*\* After a submission review any post processing reports and/or any SDC related reports.**

Reporting of the dual credit earned field for the GC – Student Graduation CORE Summary report.

PowerSchool users will find this field on the Course record and Student’s Historical grades records. The below information is from the PowerSchool state update release notes:

**Course Update:**

**Description:** The State has added the collection of *Dual Enrollment Credit Earned* for students who are taking courses that earn credit for both high school and college transcripts.

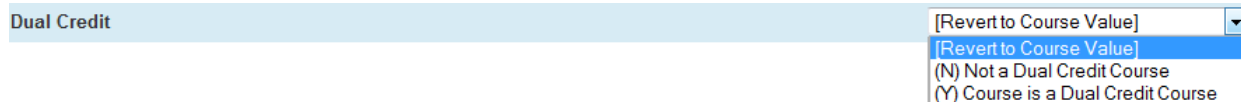
**Resolution:** The Courses page, *Start Page > School Setup > Courses > Edit Course District Information*, is updated allowing users to enter the potential semester hours a student is earning, *Dual Credit*, on the college transcript for the course.



**Historical Grades Update:**

**Description:** The State has added the collection of *Dual Enrollment Credit Earned* for students who are taking courses that earn credit for both high school and college transcripts. Users also need a methodology for students transferring from another school district who have their courses hand entered and need to capture the dual enrollment credit as necessary. Also this will provide a means for users to enter this information on past courses or to override the potential credit value on the course record.

**Resolution:** The Historical Grades page, *Start Page > Student Selection > Historical Grades > Edit Stored Grade*, is updated allowing users to enter the semester hours earned, *Dual Enrollment Credit Earned*, for a course.



Please note that if you adjust this value on your courses, it should use this value when the GC report extracts your student’s historical grades data. If however you did not have these courses set up in PS, but manually entered this data into historical grades for students when they completed this course, you will need to manually adjust these individual historical grades for those students.

**PowerSchool quick note on Summer Graduates:** Those summer graduates should be in your current building (not the graduated building). If they graduated during the summer, they will have a current transfer info record for the 15/16 school year, then they can be withdrawn with the appropriate code for a graduate and then their EMIS screens can also be updated to reflect their grad date and diploma type and so on needed for 15G reporting. The reason they are in the current building is you'll need to get the withdraw reported this fall or they could be end up being a missing student. Remember, if they did not graduate over the summer, they should be then withdrawn with the most appropriate 7X withdraw reason during this fall EMIS reporting and adjust the FN grade level next year to DR.