

PowerSchool End of Year EMIS Updates for Graduates

*******Before moving your graduates, make sure class rank has been updated, grades have been stored and transcripts have been printed. Open communication between you and the counselors is HIGHLY recommended before you begin this task. *******

The following is provided to assist EMIS Coordinators or other district staff with items unique to PowerSchool. You will still need to complete all the “normal” things that are required to be done for end of year EMIS reporting. Examples are importing test scores, withdrawals, or any other changes that are normally completed before ‘N’ reporting.

EMIS Attributes–No Date Record (FN) updates:

The Student Attributes–No Date Record (FN) data must be updated for your graduates (excludes summer grads). This can be done either manually or by using the ‘Student Field Value’ function to update a list of graduates as outlined below:

Mass update using ‘Student Field Value’ function:

1. Search for and select your graduate students.
2. Navigate to Start Page > Special Functions > Group Functions > Student Field Value.
3. In the **Field to Change** text box enter the field name of the field to change.
4. In the **New Field Value** text box, enter the new value.
5. Click **Submit**. A list of all of students affected by the change will be generated showing the old value in the field as well as the new value entered.
6. If the changes are correct then click **Submit** to commit the changes.

Student Field Value

157 students are selected

Option	Value
Field To Change (Fields)	<input type="text" value="OH_NextYearGrade"/>
New Field Value	<input type="text" value="GR"/> <input type="checkbox"/> Clear Field Value Insert * to use the current field value with the new field value.
Options	<input type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

Three fields to update

- 1) **Grade Level, Next Year:** Field name: OH_NextYearGrade - value needs to be set to ‘GR’ .
- 2) **Diploma Type :** Field Name: OH_Diploma_Type - Mass change to ‘1’ for Regular Diploma.

** Once change is made then you will need to update individual students for those receiving an Honors diploma.

3)Diploma Date: Field Name: OH_Diploma_Date - the date that the student received his/her diploma.

Reference: Section 2.6 Student Attributes–No Date Record (FN) of the EMIS Guide.

Transfer Graduates Out Of School

This process will run the 'Transfer Out Of School' option to transfer your graduates.

Path: Special Functions > Group Functions > Transfer Out Of School

Option	Value
Who will be transferred out	The selected 156 students
Transfer comment	<input type="text" value="2013 Graduates"/>
Date of transfer (should be the day after the student's last day in class)	<input type="text" value="5/24/2013"/> (MM/DD/YYYY)
Exit code	99 (Completed High School Graduation Requirements)
Auto-Transfer School Options *	<input checked="" type="radio"/> Keep in the current school <input type="radio"/> Transfer to: <input type="text" value="Graduated Students"/> <input type="radio"/> Transfer to the Summer School set on each student <input type="radio"/> Transfer to the last enrolled school (different from current) for each student

Selections to enter:

- *Optional:* Transfer comment – you may enter message such as '2013 Yearend Graduates'.
- Required: Date of Transfer – Date must be one day after students last day in class.

******Important****** The actual Date of Transfer date must match the 'Last Day of School' date on your 'Grade Schedule (DL)' record for your grade 12 students. If 'Last Day of School' is 5/23/2013 then the 'Date of Transfer' should be 5/24/2013 as PowerSchool subtracts 1 day from the Date of Transfer.

Path: District> Building/District Information> Grade Schedule (DL) tab

Ohio General Grade Schedule Record

Grade Schedule (DL) Organization General Info(DN) District Testing(DT) Graduation Only(GP) DI

	District IRN	Building IRN	Grade Code	Attendance Pattern Code	First day of school	Last day of school
Edit	999999	111111	01	NA	08/22/2012	05/29/2013
Edit	999999	222222	12	NA	08/22/2012	05/23/2013

- Required: Exit Code – Enter ‘99’ for Completed High School Graduation Requirements.
- Required: Auto-Transfer School Option – set to ‘Keep in the current school’ as this is done to keep the graduates in the current building for EMIS yearend ‘N’ reporting.

Reminder – Verify school number for Graduate Building

Please verify that the School Number for the Graduate Building has been updated. The School Number needs to be set to all 9’s such as ‘999999’.

School: select your High School
Path: School Setup > Next School

This should be: 999999

Next School

New

School Name	School Abbrev.	School Number
Graduated Student	Graduated Student	999999

If the School Number isn’t defined or defined incorrectly then update by either clicking on the Graduate Building name under ‘School Name’ –OR– follow:

Path: School Setup > Next School > Next School

Edit 'Next School' Record

Option	Value
School Name	Graduated Students
School abbrev.	GRADS
School number (Important)	999999
Sort order for display	2

Reminder – JVSD’s and Open-enrollment Graduates

Reporting Rule: The district issuing the diploma is to report a withdrawal code of '99', Diploma Date, Diploma Type, and Withdrawal Date.

Career-Technical Graduates:

The district of resident issues the diploma. JVSDs do not report the Diploma Date nor Diploma Type but are responsible for reporting the Effective End Date as of the students last day of school and a Withdrawal Reason of '99'.

Open Enrollment Graduates:

The attending district issues the diploma. The resident district withdraws student using a withdrawal code of '41' and does not report the Diploma Date nor Diploma Type. The Effective End Date is required to be reported by both districts and is reported with the date of the student's last day of school.

Reference: Section 2.4: Student Standing Record (FS) of the EMIS Guide.