

Manually Graduating a Student

1. Make sure the Guidance Counselor has entered the correct information on the **State/Province-TN** page.

Student Completion Information	Counselor Section
Course of Study *	(D) Dual (High School Only)
End of Service Action Taken *	(P) Promoted
Completion Document Type *	(1) Regular Diploma
Completion Graduation Period *	(2) Summer
Completion Document Date *	7/29/2010 (MM/DD/CCYY)
Year Entered Ninth Grade	2006 (CCYY)

2. Select the student who graduated at a time other than the regular graduation day.
3. Navigate to the **Functions** student screen and click the **Transfer Out of School** link.

Functions

Shields, Frederick Nathaniel - Grade: 12 Homeroom: Vaughn, Fredricka Y ID: 29764 SouHS

- Print Reports For This Student
- Transfer Out Of School**
- Re-Enroll In School
- Transfer To Another School
- Enroll In A Class At Another School
- Create New School Enrollment
- On-Screen Transaction Report
- Recalculate Lunch Balance
- Enroll New Student Living in the Same Household

Transfer Student Out

Shields, Frederick Nathaniel - Grade: 12 Homeroom: Vaughn, Fredricka Y ID: 29764 SouHS

Who will be transferred out: Shields, Frederick Nathaniel

Transfer comment: ← 4.

Date of transfer (should be the day after the student's last day in class): ← 5.

Exit code: ← 6.

Check here if student(s) intend to enroll in school during next school year.*

* If the box is **NOT** checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

← 7.

4. Enter an appropriate **Transfer Comment** such as "Graduated per _____" (put the reason for graduation in the blank).
5. Enter the date of the student's transfer. This should be the day after the student's last day in class.
6. Do not select an **Exit Code**.
7. Click **Submit**.
8. Verify that the student was successfully transferred out of school. The words "Transferred Out" should be displayed at the top of each student page.

Quick Lookup

Shields, Frederick Nathaniel - Grade: 12 Homeroom: Vaughn, Fredricka Y ID: 29764 SouHS **Transferred Out**

9. Navigate to the **Functions** student screen and click the **Re-Enroll In School** link.

Functions

Shields, Frederick Nathaniel - Grade: 12 Homeroom: Vaughn, Fredricka Y ID: 29764 SouHS Transferred Out

Functions

- [Print Reports For This Student](#)
- [Transfer Out Of School](#)
- [Re-Enroll In School](#)
- [Transfer To Another School](#)
- [Enroll In A Class At Another School](#)
- [Create New School Enrollment](#)

Re-Enroll Student

Shields, Frederick Nathaniel - Grade: 12 Homeroom: Vaughn, Fredricka Y ID: 29764 SouHS Transferred Out

Student to re-enroll	Shields, Frederick Nathaniel		
Date of re-enrollment	<input type="text" value="7/19/2010"/>	←	10.
Entry code	<input type="text"/>	←	11.
Entry comment	<input type="text" value="Graduated after Summer School"/>		
Full-Time Equivalency	<input type="text" value="Full Day"/>	←	13.
Grade Level	<input type="text" value="12"/>		
Track	<input type="text"/>		
District of Residence	<input type="text" value="Shelby County (790)"/>		
Restore class enrollments?	<input type="text" value="No"/>	←	14.
<small>Note: Regardless of the date specified above, the student's records will be re-activated immediately.</small>			
	<input type="button" value="Submit"/>		
		←	15.

10. Enter the Date of re-enrollment. This date should be the same date as the transfer out date or the first day of the current school year if the student is graduating as a result of Summer School.
11. Do not select an **Entry Code**.
12. Enter an appropriate **Entry Comment** such as "Graduated per _____" (put the reason for graduation in the blank).
13. Select a **Full Time Equivalency**.
14. Do not restore the student's course enrollments.
15. Click **Submit**. By re-enrolling the student into the current school, the student's final school enrollment has been archived as a previous enrollment. Navigate to the Transfer Info student screen and verify that the student's previous year's enrollment is archived under Previous Enrollments.

Once the student's final school enrollment has been archived as a Previous Enrollment, the new current school enrollment must be modified to reflect the state of a graduated student.

1. Navigate to the **Transfer Info** page.
2. Click the **Entry Date** of the student's current enrollment.

Transfer Information 

Shields, Frederick Nathaniel - Grade: 12 Homeroom: Vaughn, Fredricka Y ID: 29764 SouHS

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
7/19/2010	8/1/2010	12	Graduated after Summer School		Southwind High	

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
8/10/09	E 7/19/10	12	Promote Same School		Southwind High	
8/11/08	E 6/6/08	11	Promote Same School	Promote Same School	Southwind High	
8/13/07	E 5/31/08					
8/7/06	6/2/07					

Edit Current Enrollment 

Shields, Frederick Nathaniel - Grade: 12 Homeroom: Vaughn, Fredricka Y ID: 29764 SouHS

Note: This screen may not be used for transfer operations.

Entry Date: 7/19/2010

Entry Code: [dropdown]

Entry Comment (entry & exit): Graduated after Summer School

Exit Date: 7/19/2010 **3.**

Exit Code: [dropdown]

Exit Comment: [text box]

Full-Time Equivalency: Full Day [dropdown]

Grade Level: 12 [dropdown]

Track: [dropdown]

District of Residence: Shelby County (790) [dropdown]

Inst Service Period Type of Service*: Primary Provider Where Student Is Enrolled [dropdown]

English Language Background*: (L) English Language Learner [dropdown]

Course of Study*: Dual [dropdown]

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

3. Set the **Exit Date** to the same value as the student's **Entry Date**.

4. Navigate to the **Scheduling Setup** student screen.

Scheduling Setup 

Shields, Frederick Nathaniel - Grade: 12 Homeroom: Vaughn, Fredricka Y ID: 29764 SouHS

Required Settings

Next Year Grade ← 5.

Priority

Schedule This Student ← 6.

Allow student to submit requests

Year of Graduation

Summer School Indicator

Note for Summer School Admin

Next School Indicator ← 7.

Optional Settings

Current Year Campus/Building

Current Year House

Current Year Team

Next Year Campus/Building Associate

Next Year House Associate

Next Year Team

← 8.

5. Verify that the **Next Year Grade** is set to 0.
6. Verify that the **Schedule This Student** check box is not checked.
7. Verify that **Next School Indicator** popup menu is blank.
8. If any changes were made, click **Submit**.
9. Contact a member of the PowerSchool staff to complete the process of graduating the student.

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