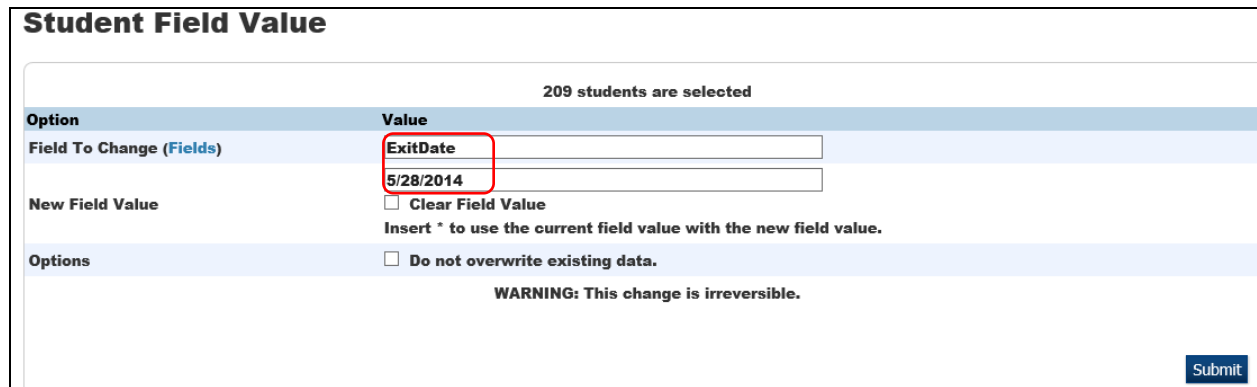


## Exiting Graduates

If you are exiting your graduates before the end of the school year you can mass change their exit data using Student Field Value, which will allow you to enter their graduate information for State Reporting and enable you to roll them with the rest of the students in the End of Year process.

Select your graduates, then from the Functions menu select Student Field Value



A screenshot of the 'Student Field Value' form. At the top, it says '209 students are selected'. The form has two main sections: 'Field To Change (Fields)' and 'New Field Value'. In the 'Field To Change' section, 'ExitDate' is selected and highlighted with a red box, and the value '5/28/2014' is entered in the adjacent field. In the 'New Field Value' section, there is a checkbox for 'Clear Field Value' and a note: 'Insert \* to use the current field value with the new field value.' Below this, there is an 'Options' section with a checkbox for 'Do not overwrite existing data.' and a warning: 'WARNING: This change is irreversible.' A 'Submit' button is located in the bottom right corner.

Key in the field name ExitDate (or select from the [Fields](#) link) and on the next line key in their graduation date. Submit.

Follow this same procedure for the fields ExitCode (key in the correct code) and TransferComment (usually Graduated) which are found on the student's Transfer Info page.

Then do the same for Next\_School (your Graduated Students school), & Sched\_NextYearGrade (is 99) which are found on the Scheduling Setup page.

When finished check your seniors Transfer Info & Scheduling Setup pages to confirm the data is correct.

Note: to test this process, before you select all the graduates, select only one, go to Student Field Value, make the changes above and check out this student's screens. If all is correct you can select all the graduates and run the process.