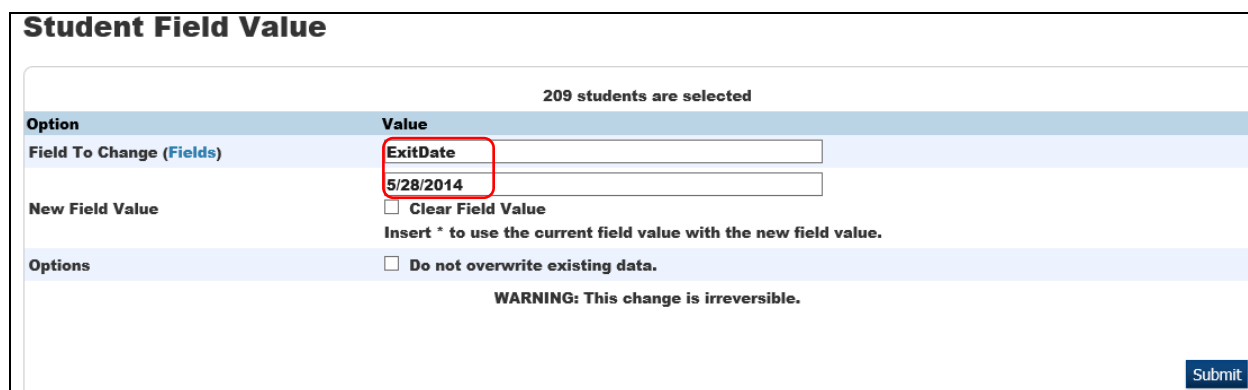


Exiting Graduates

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 columns: 'Option' and 'Value'. Under 'Option', there is a 'Field To Change (Fields)' section with a dropdown menu showing 'ExitDate' (highlighted with a red box). Below this is a 'New Field Value' section with a text input field containing '5/28/2014' (also highlighted with a red box). There are two checkboxes: 'Clear Field Value' and 'Do not overwrite existing data.'. Below the checkboxes is a warning message: 'WARNING: This change is irreversible.'. At the bottom right, there is a 'Submit' button.

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.