

Information Systems will be populating the Graduation date and Grad/Dipl status to GR on Tuesday, May 27, for all active seniors who don't already have a code. The graduation date for every senior who has not withdrawn will be June 6, 2025, even if graduation is being held another day.

If you have any senior who is not receiving a regular diploma, you can start entering their graduation status and date at any time. It is not necessary to wait for this utility to be run, as the utility will not override any existing graduation status or date. Should you choose to wait until after we run the utility to update students not receiving a GR, we will notify you when it has been completed. For those students, you will need to remove the graduation status and date from their profile screen and make sure the drop down next to Graduated is set to "No".

Every senior needs to have a grad status and here are the possibilities:

GQ – Regular Diploma with Math Competency

GP – Students who have not met graduation requirements at the end of the school year, but plan to complete graduation requirements by October 1, 2025, including adult diplomas.

DO – Students who have not met graduation requirements at the end of the school year and do not intend to do so.

GA – Special Ed students who completed the graduation requirements for an alternate diploma, as reported to you by the Special Ed department.

RT – Special Ed students who will be attending South Valley or Kauri Sue, as reported to you by the Special Ed department.

GC – Students who have already earned the Carnegie unit diploma.

GG – Students who have earned their GED.

If the student has completed the math requirements to receive a diploma with math competency, you will need to change the code to GQ.

As soon as a student that has been identified as GP has completed the graduation requirements, the code will need to be changed to GR or GQ as appropriate, and the graduation date will be the date the student has completed coursework. The GP status should also be used for students that are still enrolled at the end of the school year and intend to receive an adult diploma.

For students who previously withdrew intending to receive an adult diploma: If they earn the Carnegie unit diploma enter a Grad/Dipl Status of GC. If they earn their GED enter a code of GG. For these students you should leave the Graduated field set to "No" but enter the date they earned the diploma.

For Special Ed students, if the student has completed the requirements to receive an alternate diploma the code is GA. Do not mark students as GA without being instructed by Special Ed that the student has completed the necessary requirements.

If the Special Ed student is a retained senior going to South Valley or Kauri Sue, the code to use is RT. Please note, it is possible for a special ed student to earn the alternate diploma and still enroll in South Valley or Kauri Sue for next year. These students should receive the GA code not the RT code. Again, do not mark students as GA without being instructed by Special Ed whether they are continuing next year or not.

I am aware that many of your Foreign Exchange students will be leaving the country before the transcripts are posted and uploaded to Parchment. I have spoken to Parchment and foreign exchange

students can order their transcripts through Parchment after they have been posted. Transcripts will be posted to Parchment by June 19.

Please let me know if you have any questions.

Thanks,

Steffany Ellsworth
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Information Systems