

Procedure 7

Reporting High School Graduates

Data Elements: Status End
 State Aid Category

Summer School Graduates

Summer school graduates are students who may not have completed credits or standards necessary to graduate at the end of the regular school year, that is, short one or two credits, but earn those credits or standards during summer school. These students should be coded as Status End 40 at the end of the current year. They should be reported as graduates with the next year's fall and end-of-year Minnesota Automated Reporting Student System (MARSS) submissions. The following procedures should be used.

All essential data elements should be reported except Percent Enrolled, Attendance Days and Membership Days. Summer graduates should be coded as follows:

- Status Start Date June 30 or September 5*
- State Aid Category 98
- Student Grade Level 12
- Last Location of Attendance 00**
- Status End 08
- Status End Date July 1 or September 5*

*These are suggested dates. However, use a date that occurs either between school years or the first day of school.

**Assuming students re-enroll in the same district. Students who transfer to another district or an Alternative Learning Center (ALC) in another district in order to complete their credits or standards will have a Last Location of Attendance of 04 at the second district, and may generate membership for that district.

Mid-Year Graduates

Students who meet graduation requirements mid-year need to be withdrawn with the Status End code 08 once they have met graduation requirements. Students can no longer be reported in MARSS after they have met graduation requirements.

Seniors Completing Credits for Graduation at a State-Approved Alternative Program (SAAP)

The district should report Status End 40 for the current year and the SAAP should enroll students in the normal manner for students who transfer to a SAAP through Graduation Incentives (GI).

When graduation requirements are met, the SAAP reports students in their normal manner, with a Status End code 08 on their MARSS files. These students will be included in the SAAP's count of graduates during the school year in which final graduation requirements were earned.

SAAP High School Graduates

High school graduates who attended a SAAP only, either full or part time, at the time of graduation should be reported by the SAAP regardless of which district issued the diploma. Refer below for reporting graduates who were dual enrolled.

Dual Enrolled Graduates

Dual enrolled students who complete the credits or standards necessary to earn a high school diploma should be coded with the Status End code 08 at the high school, assuming the students' Status End Date at the high school is either the same day or later than the Status End Date at the SAAP. The SAAP reports Status End 99. Refer to Procedure Number 8. However, if the students' Status End Date at the high school is prior to the Status End Date at the SAAP, the SAAP should report using Status End code 08 and the high school will report Status End code 99.