

## Process Flow for Input of Projected Graduation Year to Student System

The projected graduation year is automatically calculated for students rolling from Middle School to High School. Follow the process flow procedure to input the projected graduation year for any student entering high school that did not transition from a Tacoma Middle School.

- Step 1:** A parent or guardian will identify which school year their child began the 9th grade by completing the Parent/Guardian Graduation Year Worksheet included in the Enrollment Packet.
- Step 2:** A designee will enter the projected graduation year into the student system at the time of enrollment based upon the information provided by the parent. ***This step is essential for meeting monthly state reporting requirements.***
- Step 3:** After receiving transcript verification of the student's first year in 9th grade, the child's counselor will determine if the projected graduation year is correctly entered into the student system.
- If the projected graduation date in the student system is correct, **STOP**, no further action is necessary.
  - If the projected graduation date in the student system is inaccurate, **CONTINUE** to Step 4.

***If necessary:***

**Step 4:** A Counselor will complete the "Request to Revise Projected Graduation Year" form and give it to the Principal.

[Note: A Special Education Case Manager may also fill out the form and give it to the counselor for verification of information.]

**Step 5:** The Principal will review and sign the "Request to Revise Projected Graduation Year" form.

**Step 6:** The Principal will give the "Request to Revise Projected Graduation Year" form to the school designee.

**Step 7:** The school designee will enter the corrected projected graduation year in the student system.

**Step 8:** The school designee will return the correction form to the counselor.

**Step 9:** The Counselor will place the "Request to Revise Projected Graduation Year" form in the student's cumulative file.