

## Quick Guide for Projected Grad Year and Grade 9 Entry Date

Menu Path: *Common View > Diploma > Diploma Dates > Projected Grad Year*

The screenshot displays the 'Diploma Dates' window within the 'TACOMA SCHOOL DISTRICT NO. 10 Student Information System'. The window is titled 'Diploma Dates' and contains the following fields:

- Diploma Met
- Diploma Issued
- Certificate of Initial Mastery (CIM)
- Projected Grad Year: 2012
- Gr.9 Entry Date: 08/01/2008
- Date of First Entry to State High School
- Grade at First Entry to State High School

The 'Projected Grad Year' and 'Gr.9 Entry Date' fields are circled in red. The background shows the main 'Student Diploma Screen' with fields for Pupil Number, Usual Last Name, Suffix, Preferred First Name, Gender, Birth Date, Grade, Middle Name, Diploma Type, Intended Career Development Program, Bound For, Service Learning Hours, S.S.L., and State#.

The Diploma Dates button calls a window (screen) to capture the following information:

- **Projected Grad Year (yyyy)** – Enter the anticipated year of graduation based upon the date the student first entered the 9<sup>th</sup> grade. Example: A student entering 9<sup>th</sup> grade on 9/3/08 would have a projected graduation year of ‘2012’. (SpEd students may have an extended projected graduation year based upon their IEP)
- **Grade 9 Entry Date (mm/dd/yyyy)** – Required for High School students. The date the student first entered the 9<sup>th</sup> grade, regardless of district attended or extended projected graduation year.

### Note:

Please do not update other fields on the Diploma Dates screen.

Principal authorization is required prior to altering an existing projected graduation year.