

**EMIS Focused Training – Graduation Q & A
May 2022**

Below are some of the questions that were asked during the EMIS Focused Training – Graduation sessions held on May 17 and 20, 2022. The questions are in order by topic and include the answer and, in many cases, a link to EMIS documentation where the information can be found. Questions received via Teams Chat and the phone have been included. These Q&A documents, as well as training schedules and presentations, are available on our [EMIS Focused Training webpage](#). Note that the [EMIS Manual](#) continues to be the authoritative source for EMIS reporting guidance.

Data Reporting

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- Q1** *If a student earns a seal that is not needed to meet graduation requirements, should it still be reported?*
- A1** Yes. Whether a seal is required to meet a pathway or not, if a student is planning to earn or earns a seal, the corresponding program code should be reported. See [EMIS Manual Section 2.9](#).
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- Q2** *If a seal has a “plans to earn” and “earned” program code, do we need to report both, or can we just report the earned code?*
- A2** Yes, districts should follow reporting guidance and report all applicable codes. See [EMIS Manual Section 2.9](#).
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- Q3** *If a student earns a seal as a junior, does the program code for the seal need to be reported again when the student is a senior?*
- A3** ~~No. Program codes for earned seals only need to be reported in the year they were earned. As stated in the EMIS Manual, we recommend that graduation seals be reported in EMIS as they are earned and each year thereafter until graduation. This helps ensure that if the student transfers to another school, that school will know that the student has earned (or is planning to earn) a particular seal. See EMIS Manual Section 2.9.~~
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- Q4** *Should an early graduate’s current grade level be changed to 12?*
- A4** Grade level determination is a local decision. EMIS does not require a grade level change.
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- Q5** *Which requirements would a 5-year graduate need to meet – the new permanent graduation requirements or those of the cohort to which they are assigned?*
- A5** Students must meet the requirements of the cohort to which they are assigned, regardless of graduating on time, early, or late. See [Graduation Rate Technical Documentation](#).
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- Q6** *Are summer graduates considered 2022 graduates or 2023 graduates?*
- A6** As long as the student meets graduation requirements before the first day of the 2022-2023 school year, they would still be considered a 2022 graduate.
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- Q7** *If a shared student graduates from an educating district prior to the sending district’s last calendar day, which date should the sending district use as the withdrawal date?*
- A7** The sending district can withdraw using their last day according to their calendar.
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- Q8** *When is graduation data for a grade level 23 student reported?*
- A8** Graduation data is reported for grade level 23 students when they opt to receive their diploma and exit secondary education.
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- Q9** *Can a student taking the Alternate Assessment be exempt from the consequences of passing the test and, if so, should the Student Special Education Graduation Requirement (FE) Record be reported?*
- A9** Yes, a student can be exempt from the consequences of needing to pass the Alternate Assessment if the student’s IEP includes the exemption. The Student Special Education Graduation Requirement (FE) Record should be reported every year the exemption is in place. See [EMIS Manual Section 2.14](#).
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- Q10** *If a JVS reports the Industry Credential, does the Resident District need to report it also?*
- A10** No, only one entity needs to report it.
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- Q11** *Does the resident district or the JVS report a program code for a student who earns a graduation seal?*
- A11** These program codes can be reported by either entity. Ideally, they would be reported by the entity where the seal was earned. Remember, JVSs do not report in the Graduation (G) Collection, therefore, they would need to report the program codes in the student collections.
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- Q12** *If a district fails to report a diploma in the current year, is it possible to report it in the following year?*
- A12** Yes, diploma data can be reported in the Graduation (G) Collection up to one year after the diploma date.
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- Q13** *A student in the 2023 Graduation Cohort graduated early this year. How do I change the cohort assignment?*
- A13** A student’s cohort does not change because they graduate early. They remain in their original cohort and their diploma data is reported in the year they actually graduate.
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- Q14** *A new student was reported with an incorrect Fiscal Year that Student Began Ninth Grade this year. Would an appeal need to be filed to correct their cohort assignment?*
- A14** No. First year cohort assignment corrections can be made with regular reporting prior to the close of the student collections.
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- Q15** *What diploma date should be reported for a summer grad needing to pass an assessment. The test date or the date the district was informed the student passed the assessment?*
- A15** Either date could be used, therefore, which date is reported would be a local decision.
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- Q16** *For a grad only student, if they came back two years later with the remaining credits needed, do I only report the new earned in the Core Area Code and Core Area Count elements of the Student Graduation – Core Summary (GC) Record?*
- A16** Assuming all other credits were reported in the Current Graduation Credit Progress (S) Collection, only the remaining credits would need to be reported. Otherwise, all earned credits should be included in reporting. See [EMIS Manual Section 2.15](#).
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Reporting Scenarios

Q17 *How would a County Board of Developmental Disabilities (BDD) student be reported when they finish grade 12 and will not be continuing their education?*

A17 These students can be withdrawn with Withdrawal Reason option 73. See the Q and A section at the end of [EMIS Manual Section 2.1.1](#).

Q18 *How would a resident district withdraw graduating scholarship students educated elsewhere?*

A18 For these students, the withdrawal reason depends on where the student was served on the scholarship – i.e., homeschooling, non-public. Withdraw using the appropriate Withdrawal Reason depending on the situation. See [EMIS Manual Section 2.4](#).

Q19 *Under what circumstances should grade level 13 be reported?*

A19 Grade level 13 should be reported for a student who has completed course requirements, has not passed all tests required for graduation, and is enrolled and attending classes. See [EMIS Manual Section 2.4](#).

Q20 *Does “shared” student reporting apply to foster and court placed students as well?*

A20 Yes, shared student reporting applies to any situation where more than one reporting entity is reporting the same student in EMIS.

Q21 *How is a student withdrawn if they are home schooled attending a JVS only and neither the resident district nor the JVS is awarding a diploma?*

A21 The JVS should withdraw the student back to home schooling using Withdraw Reason option 43. See [EMIS Manual Section 2.4](#).

Q22 *We have a grade 12 foreign exchange student who will not be issued a diploma as they will not meet graduation requirements. How should this student be withdrawn?*

A22 Foreign exchange students who have not met graduation requirements should be withdrawn using Withdrawal Reason option 46. See [EMIS Manual Sections 2.1.1 and 2.4](#).
