

How do I use Mass Enroll Students to "Graduate" the Grade 12 Seniors?

The Mass Enroll program will allow you to Graduate one or more students.

You can copy information from the student's™ most recent Enrollment record to insure that exceptions to the DOE fields 11 & 13 are retained. It is recommended that you only use the "Copy" option for Reporting Reason (Mass DOE 11) and Enrollment Reason (Mass DOE 13), otherwise you may be copying incorrect data, such as enrollment data for students who entered in the middle of the previous school year.

Go to Biographical System > Mass Update Students > Mass Enroll.

- Search for Student in: Select High School
- Search for Students in Year: Current Year (ie. 2018-2019)
- Entry/Withdrawal Date: enter **actual date of Graduation**
- Be sure to select the **current** Academic Year. This field **must** be defined if you intend to use the *Copy* option for any of the applicable fields.
- Entry/Withdrawal Code - Select ***Graduated*** from the pull-down list for students who are graduating.
- Enrollment Reason " Select *Copy*. The Enrollment Reason from the student's™ most recent Enrollment record will be copied into this new Enrollment record.
- Enrollment Status " **Select 04 - Graduated**
- Reporting Reason " Select *Copy*. The Reporting Reason from the student's™ most recent Enrollment record will be copied into this new Enrollment record.
- Update Building Code " Always use the default of **Yes**.

Note: School districts where the student's last grade in the district is prior to Grade 12 (ie. Grade 6 or 8) should withdraw the student, not graduate the student. The "Graduated" code is reserved for Grade 12.

Article ID: 1088

Last updated: 13 May, 2019

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