

Early Graduates

To comply with CALPADS enrollment and attendance requirements, the following procedure is mandated for accurate reporting purposes to the state.

STUDENT DATA 1 SCREEN

- STU.TG = "I-Inactive" as the student will no longer have an active enrollment record. This will prevent erroneous counts that affect staffing and class size.
- Put in the leave date (i.e., 1/28/2010)
- Drop classes.
- Do **not** drop lockers or counselor.

STUDENT DATA 3 SCREEN

ATTENDANCE SCREEN

- Use the exit reason of 230 – Completer Exit.