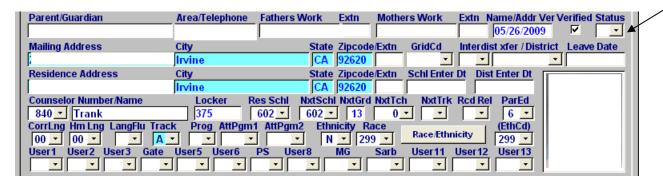
## **Early Graduates**

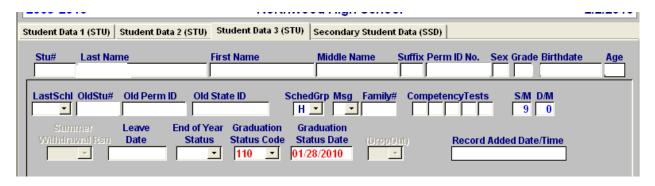
To comply with CALPADS enrollment and attendance requirements, the following procedure is mandated for accurate reporting purposes to the state.

## 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.

