

Non-Graduate Core Summary

Task 49 – Reporting the Non-Graduate CORE Summary Records

The Non-Graduate Core Summary records are reported in a separate Period S Collection Window called **‘Current Graduation Credit Progress Collection (FY24)’**. For FY24, the collection window begins **9/21/23** and ends **9/13/24**. This means that when transferring the FY24 records, you need to be sure you are transferring the records while the **2023/2024** school year is in context.

Prior to running the Non-Graduate Core Summary, you will want to verify that any current final or earned student marks have been entered as well as confirming that the **StudentInformation>Management>Ad-Hoc Updates>College Credit Management** screen has been updated for completed CCP courses (regular courses & manually entered courses) to include the college credit the student has earned.

CORE Summary Verify/Update looks at students enrolled at any time in the school year who have earned high school credit. Run the CORE Summary Verify/Update process in Verify mode to make sure that no courses or manual course history records have been missed. The verification process may be run for a single building or multiple buildings in the same run. You will want to be sure to include any buildings where students may have earned high school credit. This process creates an interactive list of courses or course history records that do not have a CORE Subject Area specified.

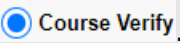

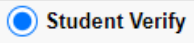

When processed for “Course Verify”, only the Course records will be included in the verification. When processed for “Student Verify”, manually entered course history records will be verified.

Calculating the credits earned for CORE will be based on courses the student took where high school credit was earned that counts towards graduation. This may or may not include courses taken in the district. If the student earned credit towards graduation from another entity and the school district accepts it as credit towards their graduation requirements, it needs to be used in the calculation of credits for CORE. This could include courses taken from the following entities:

- Courses taken at the district that will award the diploma
- Courses taken at the JVSD/Contract Vocational School
- Courses taken at a Post-Secondary Institution
- Courses taken at another school district
- Correspondence Courses
- Any other experiences for which the district that will award the diploma has awarded credits toward graduation for the student, subject to any relevant local and state policies.

Records for these types of courses would have been created manually on the Course History module. Courses taken in middle school where a student earns high school credit would also count.

The Period S CORE Summary Verify/Update only needs run in buildings where students may have earned high school credit regardless of grade level.

1. Navigate to **StudentInformation » EMIS » Student Reporting Collection (S) » Non-graduate CORE Summary Verify / Update.**
2. Run the Non-Graduate CORE Summary Verify/Update in verify mode first. Choose  **Course Verify**. It automatically verifies the school year you are in, and you can select to choose any or all previous school years as well by pulling them over to the **School Years To Verify** box.
3. Click  and you will receive an interactive list of courses that require updates. By choosing the blue link under Course Code, you can go to the screen required, make the updates and save. You will then return to this page to continue making updates.
4. Once you've made all the corrections, you can proceed to check  **Student Verify** and click . This page will list any students with Manually Entered Courses that require updates. By choosing the interactive blue link, you will be taken to the Manually Entered Course page to update the CORE Subject Area for each course. Once the updates have been made and saved, you will return to this page to continue making updates.
- 5 Once all corrections have been made, be certain to run the process in Update mode so that the records are created.















Once the data has all been corrected and you have run the **Update** process, when navigating to the Student Non-Graduate CORE Summary, the students' records will appear with both the CORE count for high school credit courses and the Dual Credit for the CCP courses.

Q Go To StudentInformation > EMIS > Maintenance > Student Non-graduate CORE Summary

Student Non-graduate CORE Summary

From this screen, you can display, add, change and delete data pertaining to student CORE Summary records.

[Add CORE Summary Record](#)

	CORE Area Code	CORE Area	CORE Count	Dual Credit
 	CTA	Career/Technical units	1.25	0.000000
 	ELE	Elective Units	0.50	0.000000
 	ENG	English Language Arts Units	1.00	0.000000
 	HTH	Health Education Units	0.50	0.000000
 	SOH	Social Studies - American History units	0.50	0.000000
 	SCP	Science - Phys. Sci. Units Not Adv. earned after FY22	1.00	0.000000
 	MTO	Mathematics Units Other than Algebra II or Equivalent	1.00	0.000000
Totals:			5.75	0.000000