

# Count of Graduation Credits at Entry

- Best process for FY24 Updating Count of Graduation Credits at Entry
- Instruct districts to go back to the following years (19/20, 20/21, 21/22 and 22/23) and re-run the Update Non-graduate CORE Summary in each of those years – this will pick up any data that was not previously calculated
  - It has been noted that not all districts have been reporting Non-graduate CORE Summary records as expected in the past and/or districts aren't running the process after adding in any summer courses that were taken by students
  - This should only be necessary for FY24 school year unless a district goes back into prior school years and makes updates to the number of credits a student has received for a course, or adds courses that were missed



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- Once those steps are taken, run the Update Count of Graduation Credits at Entry
  - This will pick up all credits present for existing students prior to the first day of school
  - Running the update also collects the credits received by students new to the district in the current school year that are received prior to the student's date of admission
- For future school years
  - As long as districts are running the Update Non-graduate Core Summary for the current school year as expected (including after summer courses are entered) it is unlikely that they need to go back to prior school years and run it
  - The exception for running it in the prior school years is if districts make a change to the credit amounts for a student; then it would need to be rerun in each applicable school year



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- When does the Date Completed field need to be filled in on manual course history?
  - If you are bringing a student into the current school year, and they have received credits during the current school year, when you bring those manual course records in, they should have the Date Completed field filled in. This will allow them to be included in the Update Count of Graduation Credits at Entry
  - Note: When using the Home School Import Export to import JVS marks, that process automatically fills in the Date Completed field using the export file positions 94-99 which are formatted as yyyyMM, and it loads as the first day of the month.

