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in|SCHOOL

Nova Scotia Student Information System

Nova Scotia Public Education System

School Completion Verification

User Guide

Revision Date:
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1. SCHOOL COMPLETION INFORMATION

School Completion Information provides data on grade 12 students who graduate and their planned destination upon graduation and Grade RG students who completed the year and their planned destinations.

> International or Exchange students: If an NSISP student is NOT going to receive a NS Graduation Certificate they must be transferred out of the school as of the day after the last day of classes. Exit Code of **Tran**, Planned Destination of **Prov**. If the student is going to receive a NS Graduation Certificate from your school then use the Exit code of **Grad** and a Planned Destination code of the students plans for next year, e.g. if they are going to university in their home country then use **Intu**, etc. If the plan is to come back to any school in NS then use the Planned Destination of **Retu**.

In order to collect accurate data, schools are required to have the following information on **all** grade 12 and RG students:

- **Date of birth**
- **Gender**
- **Graduation Eligibility** - To enter Graduation eligibility, see Section 4.
- **Planned Destination –** Planned Destination is a required field. During the school year, as counsellors meet with students, this field may be updated. If not, before the school completion extract is run, this data must be complete.
    - To enter planned destination, see Section 5. For Returning Grads see Section 7.
- **Exit Code** - Enter either 'Grad' or 'NC' for each grade 12 students, see Section 6. For Returning Grads, see Section 7.

IMPORTANT END OF YEAR REMINDER

Though not part of the School Completion Verification process, schools must remember to set the **ns_is_graduated** field for students who have met graduation requirements once the school year is finished. This field is located on the student's **Graduation Plan Progress** page in PowerSchool.

Graduation Eligibility?	Y ▾
French Immersion Certificate Eligibility?	N ▾
Has This Student Graduated?	N ▾
Is Graduated Last Changed:	

By default, the transcript does not indicate that the student has graduated, so once a student has met the graduation requirements, the graduation indicator (**ns_is_graduated** field) must be set to 'Y' in PowerSchool. Once set to 'Y', the following statement will appear towards the bottom of the transcript, "***This student has successfully met the graduation requirements for the Province of Nova Scotia***."

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2. To Change Graduation Indicator

This data can be entered for individual students or for all grade 12 students en mass.

2.1. For Individual Students

1. Do a search for and select the student in PowerSchool.
2. Under the section, **Academics,** select **Graduation Plan Progress**.
3. From the drop down menu next to "Has This Student Graduated?", select Y or N.
4. Click Submit.

2.2. En Mass for all grade 12 Students

To add Y or N to a specific group of students, you first need to select the students. If you have students grouped by those who have graduated and those who have not, you can select each group and add the Y or N. Alternatively, add a Y to all grade 12 students and then change the exceptions; this is the method described below.

Option	Value
	5 Students are selected
Field To Change (Fields)	ns_is_graduated
New Field Value	Y
	☐ Clear Field Value
	Insert * to use the current field value with the new field value.
Options	☐ Do not overwrite existing data.
	WARNING: This change is irreversible.

1. From the start page of PowerSchool, select the grade 12 students.
2. From the drop down list under **Select a function for this group of students**, click **Student Field Value**.
3. Enter or select **ns_is_graduated** in the **Field to Change** box.
4. Enter an *uppercase Y* in the **New Field Value** box. **– *It is case sensitive!***
5. Click **Submit**.
6. Confirm your request and **Submit** again.

3. HOW TO RUN THE SCHOOL COMPLETION VERIFICATION REPORT

Schools must run and validate the data on the **School Completion Verification** report before Statistics and Data Management runs the School Completion extract for all schools.

> The **Grad Eligibility, Exit Code** and **Planned Destination** fields may be entered before the end of the school year <u>without affecting current data</u>. The Graduation Eligibility field must be set to either 'Y' or 'N'. This value may be changed, as required, based on a student's situation. The **School Completion Verification Report** can be run at any time, however, *it must be run, reviewed, and validated **on or before June 26, 2024***. EECD Analytics will extract the School Completion information on June 28, 2024.
>
> Should the school have any changes after June 28th they should email the changes to EECD Analytics: **psm@novascotia.ca**.

- From the start page, under the **Reports** section, click on **System Reports**.
- Select the **Custom** tab, click on **Verification.**
- Select the **School Completion Verification** report.

The resulting report allows you the opportunity to confirm and/or correct data.

- If any student is missing a DOB, Gender, or NS Program Type, enter the missing data using existing PowerSchool processes and re-run the report.
- The age of the student is as of October 1st (providing the date of birth is correct); the age you see displayed is correct. Should you see anomalies, confirm the date of birth against a legal document.
- The report also identifies Graduation Eligibility, Exit Code and Planned Destination for each student.
  - **Graduation Eligibility** - This code is updated as required.
    - If you see NOT SET click on the words and the Graduation Plan Progress screen opens in a new tab. Set the Graduation Eligibility field to either Y or N. Click **Submit**, close that tab, and click **Refresh** on the verification report to refresh the screen.
    - If the Graduation Eligibility is set to **Y** and the Exit code is NOT a value of "Grad", confirm that this is, in fact, true. If you need to correct an error, click on the **Y** or **N** and the Graduation Plan Progress screen appears in a new tab; make the correction on the Graduation Plan Progress screen, click **Submit**, close that tab, and click **Refresh** on the verification report to refresh the screen.
    - If the Graduation Eligibility is set to **N** and the Exit code is "Grad", confirm that this is true. If this needs to be corrected, click on the **Y** or **N** and make your correction, as above.

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o **Exit Code** - The exit code for students in grade 12 will be "**Grad**" (Graduated) or "**NC**" (Not Complete).

- If the exit code has not been entered, <mark>NOT SET</mark> is displayed on the screen. Click on the words to open a new tab.
- On the menu to the left, under the section **Enrollment**, click on **Transfer Info.**
- Click on the current enrollment entry date and select the **Exit Code** from the drop down list, click **Submit**, close the tab and click **Refresh.**

o **Planned Destination** is a required field. If entering this data using the **Student Field Value** routine, type the code value **exactly** as it appears below; *they are case sensitive*. The valid Planned Destinations for grade 12 students are:

Planned Destination Code Value	Description
Appr	Apprenticeship Training
Canc	Student will attend a Community College outside of Nova Scotia but inside Canada
Canu	Student will attend a University outside of Nova Scotia but inside Canada
Comm	Student will attend a Community College in Nova Scotia.
Intc	Student will attend a Community College outside of Canada
Intu	Student will attend a University outside of Canada
Othe	Student will attend a training or educational facility such as a private career college, or correspondence school.
Retu	Use this for grade 12 students who plan to return to school, any school, or used for a returning grad or graduate who will be returning to a school for next year.
Univ	Student will attend a University in Nova Scotia.
Unkn	Use this code if the student has not revealed a planned destination or they did not complete the year, (exit code of NC) and does not have a plan for next year.
Work	Student will be joining the workforce.

4. TO ENTER GRADUATION ELIGIBILITY

This data can be entered for individual students or for all grade 12 students en mass.

4.1. Individual Students

1. Do a search for and select the student in PowerSchool.
2. Under the section, **Academics,** select **Graduation Plan Progress**.
3. From the drop down menu next to Graduation Eligibility, select Y or N.
4. Click Submit.

4.2. En Mass for all grade 12 Students

To add Y or N to a specific group of students, you first need to select the students. If you have students grouped that identify the eligible graduates from non-eligible graduates, you can select each group and add the Y or N.

Alternatively, add a Y to all grade 12 students and then change the exceptions; this is the method described below.

	191 Students are selected	
Option	**Value**	
Field To Change (Fields)	S_Students_Extension.ns_grad_eligibility	
New Field Value	Y	
	☐ Clear Field Value	
	Insert * to use the current field value with the new field value.	
Options	☐ Do not overwrite existing data.	
	WARNING: This change is irreversible.	

1. From the start page of PowerSchool, select the grade 12 students.
2. From the drop down list under **Select a function for this group of students**, click **Student Field Value**.
3. Enter or select **U_Students_Extension.ns_grad_eligibility** in the **Field to Change** box.
4. Enter an **uppercase Y** in the **New Field Value** box. *– It is case sensitive!*
5. Click **Submit**.
6. Confirm your request and **Submit** again.
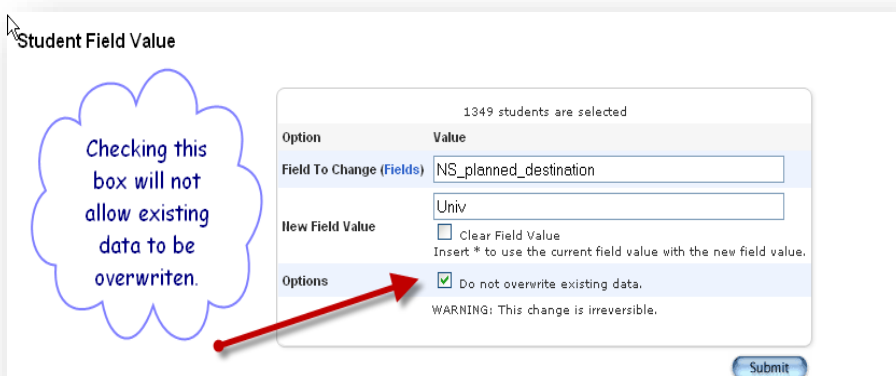
4.3. To Change Exceptions

1. From the start page of PowerSchool select all your grade 12 students.
2. From the drop down list under **Select a function for this group of students**, click on **Select Students by Hand.**
3. Select the students **NOT** eligible to graduate.
4. Select the button to **Keep selected students**.
5. Click on **Functions**.
6. Select the function **Student Field Value.**
7. Enter or select **U_Students_Extension.ns_grad_eligibility** in the **Field to Change** box.
8. Enter **uppercase N** in the **New Field Value** box. *It is case sensitive!* Click **Submit.**
9. Confirm your request and **Submit** again.

5. ADDING PLANNED DESTINATION TO STUDENTS IN GRADE 12

Counsellors, as they meet with the potential graduates, may update the planned destination on the Counsellor's screen. How the Guidance Counsellors use this screen, will determine how you update planned destination using the student field value functionality.

Before adding planned destinations using student field value functionality, there are three scenarios to consider.

A. If Counsellors have updated **every grade 12 student** with a planned destination, please continue to section 5, Add Exit Codes.

B. If Counsellors have updated **a portion of grade 12 students** with a planned destination, you will use the student field value functionality to update the remaining grade 12 students. You do **NOT** want to overwrite the Counsellor's values, so, **you must** check the box **Do Not Overwrite Existing Data**. Continue to steps 1-6 below.

C. If the Counsellors have not updated the planned destination field for any grade 12 students, you **do not** check the box (**Do Not Overwrite Existing Data)**, the value you put in t**he New Field Value field overwrites all existing data for planned destination.** Continue to steps 1-6 below.

1. Search for and select grade 12 students.
2. Select the function, **Student Field Value**.
3. Either enter or select **U_Students_Extension.ns_planned_destination** for the field to be updated.
4. Enter the most common planned destination as the New Field Value, usually **Univ**. (Enter the ==**new field values exactly as listed below – they are case sensitive!**==).

5. Decide (based on scenarios A, B or C above), if you should check the box, **Do Not Overwrite Existing Data** (this preserves any planned destinations previously entered.)
6. Click **Submit**.

5.1. Dealing with Exceptions

Once this field has been populated for all the students in your selection, you need to change the exceptions, i.e., students not planning to attend university.

1. Do a search for and select the student. Under the section **Administration**, click **Counsellor Review.**
2. Click Update Planned Destination and select a different planned destination.
3. Click Submit.

Repeat steps 1-3 until all planned destinations are accurate. If you have a grade 12 student who plans to return to school next year as a Returning Graduate, use the code **Retu** as the planned destination.

Planned Destination Code Value	Description
Appr	Apprenticeship Training
Canc	Student will attend a Community College outside of Nova Scotia but inside Canada
Canu	Student will attend a University outside of Nova Scotia but inside Canada
Comm	Student will attend a Community College in Nova Scotia.
Intc	Student will attend a Community College outside of Canada
Intu	Student will attend a University outside of Canada
Othe	Student will attend a training or educational facility such as a private career college, or correspondence school.
Retu	Use this for grade 12 students who plan to return to school, any school, or used for a returning grad or graduate who will be returning to a school for next year.
Univ	Student will attend a University in Nova Scotia.
Unkn	Use this code if the student has not revealed a planned destination or they did not complete the year, (exit code of NC) and does not have a plan for next year.
Work	Student will be joining the workforce.

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6. ADD EXIT CODES

NOTE: Adding the exit code prior to the end of the school year does not affect the current year's data.

1. Select the grade 12 students from the start page.
2. From the **Functions** menu select **Student Field Value**.
3. In the **Field to Change** box, enter or select **Exitcode**.
4. In the **New Field Value** box enter **Grad**.
5. Click **Submit**.
6. Verify your changes and **Submit** again.

Student Field Value

191 Students are selected

Option	Value
Field To Change (Fields)	ExitCode
New Field Value	Grad
	☐ Clear Field Value
	Insert * to use the current field value with the new field value.
Options	☐ Do not overwrite existing data.
	WARNING: This change is irreversible.

7. Change any exceptions on the student's **Transfer Info** screen by clicking on the current entry date for the student.

7. RETURNING GRADUATES

Students in Grade RG (Returning Graduates will require a planned destination, if the plans for the student are not known then use the code **Unkn**. RG's will have an exit code of **Comp** (Completed Studies). To add the exit code to all RG's, use the **Student Field Value** function.

1. Do a search for and select all the students in Grade RG.
2. From the functions list, select **Student Field Value**.
3. In the **Field to Change** box, enter or select **Exitcode**.
4. In the **New Field Value** box enter **Comp**. (This is case sensitive so be sure to enter it exactly as shown here).
5. Click **Submit**.
6. Verify your changes and **Submit** again.
7. Change any exceptions on the student's **Transfer Info** screen.

You could also use student field value to add the Planned Destination to the Returning Grad students.

1. Select the same group of RG students.
2. Select **Student Field Value** from the functions list.
3. In the **Field to Change** box, enter or select **NS_planned_destination**.
4. In the **New Field Value** box enter **Unkn**. (This is case sensitive so be sure to enter it exactly as shown here).
5. Click **Submit**.
6. Verify your changes and **Submit** again.
7. Change any exceptions on the student's **Transfer Info** screen.

If a student, or a returning graduate did not successfully complete the year, the exit code is **NC**. Enter a planned destination if known, or use the code **Unkn,** if unknown. **If, however, the student plans to return to school next year, the code Retu may be entered as the Planned Destination**.

8. TIMING

This information is critical for Statistics and Data Management and the reporting they do!

This process must be completed prior to the End of Year processing done at the Regional Centres.

It is vital you verify the data *on or before June 26, 2024.* EECD Analytics will extract the School Completion information on **June 28, 2024.**

Should you have any changes after June 28th please email them to EECD Analytics**.**

To contact EECD Analytics:

Local: (902) 424-0172
Toll Free: 1-888-206-3457
Email: psm@novascotia.ca

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