

inschool.ednet.ns.ca



Nova Scotia Student Information System

Nova Scotia Public Education System

School Completion Verification 2025- 2026

User Guide

Revision Date:
May 22, 2026

1. School Completion Information	3
2. Setting the Graduation Indicator (Has This Student Graduated?) Field	4
2.1. For Individual Students	4
2.2. Mass for All Grade 12 Students	5
3. Adding Planned Destination to Students in Grade 12	6
3.1. Dealing with Exceptions	8
4. Add Exit Codes	8
5. Next School Indicator	9
5.1. For Individual Students	9
5.2. Mass for All Grade 12 Students	9
6. Returning Graduates	9
7. Options and Opportunities (O2) Certificate Indicator	10
8. French Second Language (FSL) Certificate Indicator	11
9. High Skills Major Certificate Indicator	12
10. Nova Scotia International Student Program (NSISP) Indicator	13
11. How to run the School Completion Verification Report	13
11.1. Running the School Completion Verification Report	14
11.2. Running the School Completion Verification for O2, FSL, HSM, NSISP Report	15
12. Key Dates and Deadlines	16

I. 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** (Transferred), Planned Destination of **Prov** (Transfer to a School in Another Province or Country). If the student is going to receive a NS Graduation Certificate from your school, then use the Exit code of **GRAD** (Graduated with High School Completion Diploma) 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** (Student will attend a University outside of Canada), etc. If the plan is to come back to any school in NS, then use the Planned Destination of **Retu** (Student Returning to School).

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 Achieved** - To enter the students' Graduation Indicator, see [Section 2](#).
- **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 3](#). For Returning Grads see [Section 6](#).
- **Exit Code** - Enter either **GRAD** or **NC** (Not Completed) for each grade 12 student, see [Section 4](#). For Returning Grads, see [Section 6](#).
- **Next School Indicator** - this field is used to determine which school a student will attend next year. Refer to [Section 5](#) for more details.

Although **O2**, **FSL**, **HSM**, and **NSISP** are not part of EECD's official School Completion requirements, **schools must still verify program completion for these areas**. Accurate program coding ensures that students receive the correct transcript statements and that final transcripts are generated properly. In addition, EECD may extract this information for provincial reporting purposes, so it is important that these program details are up to date and accurate. Where applicable, please confirm the following:

- **Options and Opportunities (O₂) Certificate Achieved** - – if the student has met all requirements for an Options and Opportunities (O₂) certificate, see [Section 7](#).
- **French Second Language Certificate Achieved (FSL)** – if the student has met all requirements for a French Immersion or Integrated French certificate, see [Section 8](#).
- **High Skills Major Certificate (HSM)** - if the student has met all requirements for a High Skills Major certificate, see [Section 9](#).
- **Nova Scotia International Student Program (NSISP)** – if the student is a NSISP participant, see [Section 10](#).

2. SETTING THE GRADUATION INDICATOR (HAS THIS STUDENT GRADUATED?) FIELD

Schools must 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 **Historic Graduation Plan Progress** page in PowerSchool.

By default, the high school transcript does not indicate that the student has graduated, so once a student has met the graduation requirements, the graduation indicator 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.”***

To change the Graduation Indicator, this data can be entered for individual students or for all grade 12 students en mass.

2.1.For Individual Students

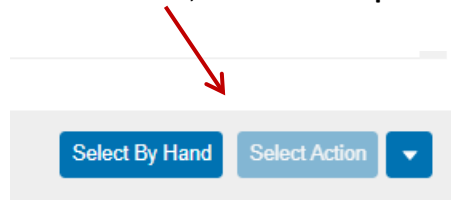
1. Do a search for and select the student in PowerSchool.
2. Under the section **Postsecondary Readiness**, select **Historic Graduation Plan Progress***.
3. From the dropdown menu next to **Has This Student Graduated?**, select Y or N.
4. Click **Submit**.

*Note: If the **Historic Graduation Plan Progress** link does not appear for a student, then no plans are currently assigned to this student. Click the **Graduation Plan Selection** link to add one or more plans, and once added, the link will then appear.

2.2. Mass for All Grade 12 Students

To add **Yes** or **No** 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 Yes or No. Alternatively, add a Yes to all grade 12 students and then change the exceptions.

1. From the **PowerSchool Start Page**, select the group of grade 12 students.
2. From the drop-down list under **Select Action**, select **Mass Update NS_IS_Graduated**.



3. The page confirms which students require updating.

Update Students

Students to Update: The selected 170 students

NS_IS_Graduated: Yes ▾

[Submit](#)

4. From the dropdown menu next to **NS_IS_Graduated**, select **Yes** or **No**.
5. Click **Submit**.
6. Once completed, a confirmation page appears summarizing the field update details.

NS_IS_Graduated Field Update

Updated By:	Teem, Aaron
Date:	06/17/2025
Time:	09:29 AM
NS_IS_Graduated Value:	Y
Number of students in selection:	3

Processed: 3 Students

Record	Student Number	Student Name	Status
1	3500001668	Adams, Jonathan	Success
2	3500000785	Acker, Laura	Success
3	3500002922	Agin, James	Success

3. 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 page. How the Counsellors use this page will determine how you update planned destination using the change student field value functionality. **Use one of the valid Planned Destination codes** shown in the table below when updating a student’s planned destination. Though not listed in the table below, DECE (Deceased) is also a valid planned destination when required.

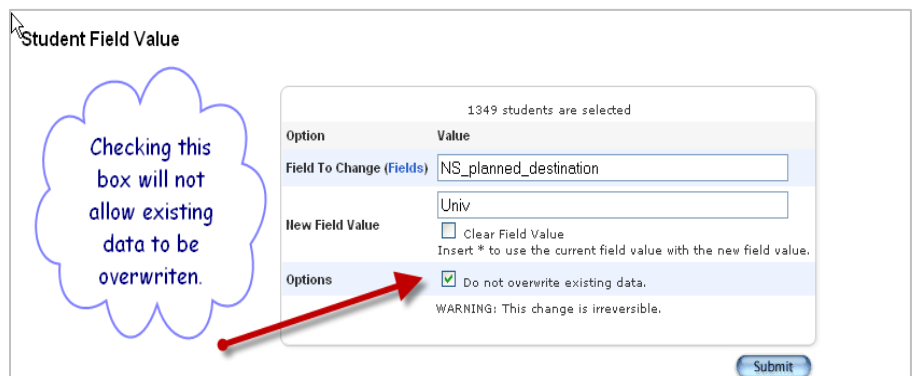
Planned Destination Code Value	Description	Notes
Appr	Apprenticeship Training	
Canc	Student will attend a Community College outside of Nova Scotia but inside Canada	
Canu	Student will attend a University outside of Nova Scotia but inside Canada	
Colf	Student will attend a Community College in French outside of Nova Scotia.	<i>*new for 2025-2026</i>
Comf	Student will attend a Community College in French in Nova Scotia.	<i>*new for 2025-2026</i>
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	
Leff	Student will attend a University in French outside of Nova Scotia.	<i>*new for 2025-2026</i>
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.	
Unif	Student will attend a University in French in Nova Scotia.	<i>*new for 2025-2026</i>
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.	

Planned Destination Code Value	Description	Notes
Work	Student will be joining the workforce.	

Before adding planned destinations using the **Change Student Field Values** functionality, there are three scenarios to consider:

- A. If Counsellors have updated **every grade 12 student** with a planned destination, please continue to [section 4](#), Add Exit Codes.
- B. If Counsellors have updated **a portion of grade 12 students** with a planned destination, you will use the **change 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 the **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, **Change Student Field Values**.
3. Either enter or select **U_Students_Extension.ns_planned_destination** for the field to be updated.
4. After clicking the **New Field Value** text box, a dropdown appears. Select an option from the dropdown list.
The most common planned destination is usually **Univ**.
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**.



3.1. 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 **Postsecondary Readiness**, click **Counsellor Review**.
2. Click **Update Planned Destination** and select a different planned destination using the table as a guide. (If the planned destination is unknown, use the code **Unkn.**)
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.

4. ADD EXIT CODES

Adding the exit code prior to the end of the school year does not affect the current year's data. **All grade 12 students must have an exit code, even those not eligible to graduate.** If a student did not successfully complete the year, the exit code is **NC**.

1. Select the grade 12 students from the **Start Page**.
2. From the **Functions** menu select **Change Student Field Values**.
3. In the **Field to Change** box, enter or select **Exitcode**.
4. After clicking the **New Field Value** text box, a dropdown appears. Select an option from the dropdown list.
5. Click **Submit**.
6. Verify your changes and **Submit** again.
7. Change any exceptions on the student's **Enrollment History** page by clicking on the current **entry date** for the student.

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.

Do not overwrite existing data.

WARNING: This change is irreversible.

Submit

5. NEXT SCHOOL INDICATOR

The **Next School Indicator** is a crucial field used during the End-of-Year (EOY) process to determine which school a student will attend next year.

- If the student will be in your school next year, select your school.
- If the student will be graduating from high school, select **Graduated Students**.
- If the student is a Returning Grad (RG) this year, select **Graduated Students**.

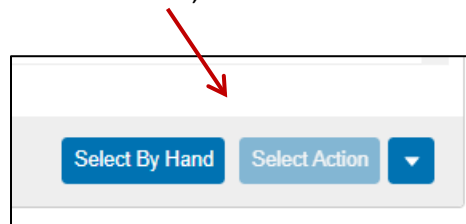
To **change the next school indicator**, this data can be entered for individual students or for all grade 12/RG students en mass.

5.1. For Individual Students

1. Do a search for and select the student in PowerSchool.
2. Under the section **Courses and Programs**, select **Scheduling Settings**.
3. Make your selection from the dropdown menu next to **Next School Indicator**.
4. Click **Submit**.

5.2. Mass for All Grade 12 Students

1. From the **PowerSchool Start Page**, select the group of grade 12/RG students.
2. From the drop-down list under **Select Action**, select **Set Next School Indicator**.



3. The page confirms which students require updating. From the **dropdown menu**, select the **next school** for this group of students.
4. Click **Submit**.

6. 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**. RGs will have an exit code of **COMP** (Completed Studies) in UPPERCASE, or **NC** if they did not successfully complete the year. To add the exit code to all RG's, use the **Change Student Field Value** function.

1. Do a search for and select all the students in Grade RG.
2. From the functions list, select **Change Student Field Value**.
3. In the **Field to Change** box, enter or select **Exitcode**.

4. After clicking the **New Field Value** text box, a dropdown appears. Select **Completed Studies (Returning Graduates)** from the dropdown list.
5. Click **Submit**.
6. Verify your changes and **Submit** again.
7. Change any exceptions on the student's **Enrollment History** page.

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

1. Select the same group of RG students.
2. Select **Change 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, select **Unkn** from the dropdown list.
5. Click **Submit**.
6. Verify your changes and **Submit** again.
7. Change any exceptions on the student's **Enrollment History** page.

7. OPTIONS AND OPPORTUNITIES (O₂) CERTIFICATE INDICATOR

If a student's Program Code is set to **S105, S115, S120, or S125** - then the following statement will appear on the in-progress and final transcript: **Options and Opportunities (O₂) Student**.

Example:

22-23	PHYSICAL EDUC_MARTIAL ARTS 11	11	70	OPEN	1.00	ALC	ENG
22-23	SCIENCE 10	10	50	ACAD	1.00	PSP	ENG

Total Credits Earned: 28.0
Options and Opportunities (O₂) Student
 An official transcript bears the school seal.

This statement will allow outside institutions to clearly know that the student is enrolled in the O₂ program when receiving the student's transcript.

If the student meets all the requirements for the O₂ Program certificate by the end of their graduating year, when the Graduation Indicator (*ns_is_graduated* field) is set to 'Y', the O₂ statement on the transcript will update to: **Recipient of Options and Opportunities (O₂) Certificate**.

Example:

22-23	PHYSICAL EDUC_MARTIAL ARTS 11	11	70	OPEN	1.00	ALC	ENG
22-23	SCIENCE 10	10	50	ACAD	1.00	PSP	ENG

This student has successfully met the graduation requirements for the Province of Nova Scotia

Total Credits Earned: 28.0
Recipient of Options and Opportunities (O₂) Certificate
 An official transcript bears the school seal.

If the student is no longer eligible to receive the O₂ certificate, ensure to update their Program Code using one of two places: the Registration screen or the Demographics page. This will ensure the O₂ statement is removed from the student’s transcript.

8. FRENCH SECOND LANGUAGE (FSL) CERTIFICATE INDICATOR

If a student's Program Code is set to **S015, S020, S115, S120, S215, or S220** - then the following statement will appear on the in-progress and final transcript: **French Immersion Student**. If a student's Program Code is set to **S025, S125, or S225** - then the following statement will appear on the transcript: **Integrated French Student**.

Example:

22-23	PHYSICAL EDUC_MARTIAL ARTS 11	11	70	OPEN	1.00	ALC	ENG
22-23	SCIENCE 10	10	50	ACAD	1.00	PSP	ENG
Total Credits Earned: 28.0 French Immersion Student An official transcript bears the school seal.							

These statements will allow outside institutions to clearly know that the student is enrolled in a French Second Language program when receiving the student’s transcript.

Completing the FSL certificate indicator for a student upon graduation:

1. If the student meets all the requirements for the **French Immersion** or **Integrated French** certificate by the end of their graduating year, the appropriate certificate must be indicated on the student’s **Historic Graduation Plan Progress** page.

Historic Graduation Plan Progress ★

Graduation Eligibility? Y ▾

Has this student Completed French Second Language Certificate Requirements? No ▾

2. Next to the field label ‘**Has this student Completed French Second Language Certificate Requirements?**’, indicate the certificate from the dropdown options. The default value is ‘No’.

When the dropdown option is set to **French Immersion Certificate**, and if the Graduation Indicator (ns_is_graduated) is set to ‘Y’, the transcript will include the following statement: **Recipient of French Immersion Certificate**.

Example:

22-23	PHYSICAL EDUC_MARTIAL ARTS 11	11	70	OPEN	1.00	ALC	ENG
22-23	SCIENCE 10	10	50	ACAD	1.00	PSP	ENG
This student has successfully met the graduation requirements for the Province of Nova Scotia Total Credits Earned: 28.0 Recipient of French Immersion Certificate An official transcript bears the school seal.							

When the dropdown option is set to **Integrated French Certificate**, then the transcript will include following statement: **Recipient of Integrated French Certificate**.

In the case that a student is graduating but no longer eligible to receive a FSL certificate, then the dropdown will remain as the default value (No), as the transcript statement will remain as: **French Immersion Student** or **Integrated French Student** (assuming the student’s Program Code remains as one of the FSL codes (ex. S015)).

To add the FSL certificate to a specific group of students en mass, follow the steps outlined in [Section 4](#). However, in the **Field to Change** box, enter or select **U_Students_Extension.NS_FI_ELIGIBILITY**. In the **New Field Value** box enter one of the following codes (**in UPPERCASE**):

- FSL01 (for No)
- FSL02 (for French Immersion Certificate)
- FSL03 (for Integrated French Certificate)

9. HIGH SKILLS MAJOR CERTIFICATE INDICATOR

Some high schools allow students to earn a Nova Scotia High Skills Major (HSM) certificate by exploring career interests while completing credits toward their high school diploma.

The certificate streams are:

- Arts
- Early Childhood Education
- Health and Wellness
- Skilled Trades
- Digital Innovation and Technology

Completing the HSM certificate indicator for a student upon graduation:

1. If the student meets all the requirements for the HSM certificate by the end of their graduating year, the appropriate certificate stream must be indicated on the student’s **Historic Graduation Plan Progress** page.

Historic Graduation Plan Progress ★

Graduation Eligibility?

Has this student Completed French Second Language Certificate Requirements?

NS High Skills Major Certificate Achieved?

2. Next to the field label ‘**NS High Skills Major Certificate Achieved?**’, indicate the certificate stream from the dropdown options. The default value is ‘No’.

When the Graduation Indicator (ns_is_graduated) is set to ‘Y’, the resulting statement to appear on the transcript will be: **Recipient of Nova Scotia High Skills Major Certificate in {Stream Name}** (where {Stream Name} represents the certificate stream specified in the HSM dropdown).

Example:

22-23	PHYSICAL EDUC_MARTIAL ARTS 11	11	70	OPEN	1.00	ALC	ENG
22-23	SCIENCE 10	10	50	ACAD	1.00	PSP	ENG

This student has successfully met the graduation requirements for the Province of Nova Scotia

Total Credits Earned: 28.0

Recipient of Nova Scotia High Skills Major Certificate in Skilled Trades

An official transcript bears the school seal.

To add the HSM certificate to a specific group of students, follow the steps outlined in [Section 4](#). However, in the **Field to Change** box, enter or select **U_Students_Extension.HSM_CERTIFICATE**. In the **New Field Value** box enter one of the following codes (in UPPERCASE):

- | | |
|--|--|
| HSM01 (for No) | HSM04 (for Skilled Trades) |
| HSM02 (for Arts) | HSM05 (for Digital Innovation and Technology) |
| HSM03 (for Health and Wellness) | HSM06 (for Early Childhood Education) |

10. NOVA SCOTIA INTERNATIONAL STUDENT PROGRAM (NSISP) INDICATOR

The NSISP indicator must be completed to clearly identify those students who are NSISP students and thus can qualify for domestic tuition if enrolling in a Nova Scotia post-secondary institution.

The statement to appear on the bottom of the transcript will read: **Nova Scotia International Student Program (NSISP) Participant**.

Example:

22-23	PHYSICAL EDUC_MARTIALARTS 11	11	70	OPEN	1.00	ALC	ENG
22-23	SCIENCE 10	10	50	ACAD	1.00	PSP	ENG

This student has successfully met the graduation requirements for the Province of Nova Scotia

Total Credits Earned: 28.0
Nova Scotia International Student Program (NSISP) Participant
 An official transcript bears the school seal.

For this statement to appear on the transcript, it will be generated based on the selection made in the dropdown menu on the student’s **International/Immigrant Student Information** page (accessible via: *Student Profile > International/Immigrant* after selecting the student).

If the ‘Please Select the Appropriate Choice:’ field is set to: **NS International Student Program (NSISP) Participant (>3 mos)**, then the above NSISP statement will appear on the transcript. This is the only option that activates the statement, as eligibility is limited to students enrolled for more than three months.

11. HOW TO RUN THE SCHOOL COMPLETION VERIFICATION REPORT

New for 2025-2026:

The **School Completion Verification** report has been enhanced to help schools more easily identify students with missing or incorrect data. When a required field is incomplete or contains an invalid value, the report will now display **Invalid**. For example, students with an **RG** program type cannot have an Exit Code of **GRAD** - if this occurs, the report will flag the entry as Invalid.

A second report - **School Completion Report for O2, FSL, HSM, NSISP** - has also been added. This report helps schools quickly verify students who may have transcript statements for:

- Options and Opportunities (O2)
- French Second Language (FSL)
- High Skills Major (HSM)
- Nova Scotia International Student Program (NSISP)

This new report provides a straightforward way to confirm that required statement-based programs are recorded correctly.

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

The **Grad Indicator, Exit Code** and **Planned Destination** fields may be entered before the end of the school year without affecting current data. The Graduation Indicator field must be set to either 'Y' or 'N'. This value may be changed, as required, based on a student's situation.

Refer to [Section 12](#) for key dates and deadlines.

11.1. Running the School Completion Verification Report

- From the Start Page, under the **Data and Reporting** section, click on **Custom Reports**.
- Click on the **Verification** heading.
- Select the **School Completion Verification** report.

Student No.	Enroll_Status	Last_First	DOB	Age	Gender	Grade_Level	NS Program	Funding_Type	Has This Student Graduated?	Exit Code	Destination	Students next school
350000801	Enrolled	Allen, Amanda	07/30/2008	17	X	13	S105	R	Invalid N	COMP	Univ	Graduated Students
3500001205	Enrolled	Amero, Alexander	11/14/2008	16	F	12	S105	R	Y	GRAD	Univ	Graduated Students
3500001395	Enrolled	Barr, Brenda	07/18/2008	17	F	12	S105	R	Y	GRAD	Comm	Graduated Students
3500003136	Enrolled	Belliveau, Terry	03/12/2008	17	F	12	S105	R	Y	GRAD	Canu	Graduated Students
3500005834	Enrolled	Bouteiller, James	08/20/2005	20	M	12	S005	R	Y	GRAD	Invalid Not Set	Graduated Students

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

Troubleshooting the School Completion Report

1. Missing Data

- If a student is missing a DOB, Gender, or NS Program Type, update the information using existing PowerSchool processes, then **Refresh** the report.

2. Age

- Student age is calculated as of October 1st.
- If the age appears incorrect, verify the DOB against a legal document.

3. Graduation Indicator (Has This Student Graduated?) -

- If the field shows **NOT SET**, click the text to open the **Historic Graduation Plan Progress**, choose **Y** or **N**, click **Submit**, then **Refresh** the report.
- If the Graduation Indicator and Exit Code do not match (e.g., **Y** with a non-GRAD Exit Code, or **N** with a GRAD Exit Code), click the value, correct it on the Historic Graduation Plan Progress page, submit, and refresh.

4. Exit Code

- Grade 12 must have an Exit Code of **GRAD** (Graduated) or **NC** (Not Complete).
- If the field shows **NOT SET** or **Invalid**, click the text, open the enrollment record for the current year, select the appropriate Exit Code, submit, and refresh.

5. Planned Destination

- This field is required.
- If blank or marked **Invalid**, click the text, select the correct option from the dropdown, submit, and refresh. (Valid codes are listed in [Section 3.](#))

6. Next School Indicator

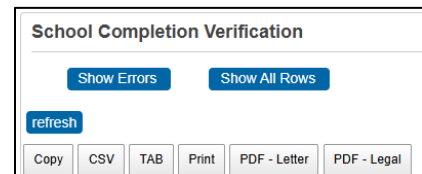
- Confirm the current entries and use the directions in [Section 5](#) to complete and/or correct the next school indicator for your grade 12/RG students.

To help you review and correct student data more efficiently, the report includes several on-screen buttons:

Show Errors – Displays only the rows where student data is missing or invalid.

Show All Rows – Returns the full list of students after filtering for errors.

Refresh – Reloads the report to display the most up-to-date information after making changes in PowerSchool.



11.2. Running the School Completion Verification for O2, FSL, HSM, NSISP Report

- From the **Start Page**, under the **Data and Reporting** section, click on **Custom Reports**.
- Click on the **Verification** heading.
- Select the **School Completion Verification for O2, FSL, HSM, NSISP** report.

This report helps schools quickly verify students who may have transcript statements for:

- Options and Opportunities (O2) - refer to [section 7](#) for more information
- French Second Language (FSL) - refer to [section 8](#) for more information
- High Skills Major (HSM) - refer to [section 9](#) for more information
- Nova Scotia International Student Program (NSISP) - refer to [section 10](#) for more information

Student No.	Last, First	Program Type	Has this student graduated?	O2 Certificate Achieved?	FSL Certificate Achieved?	HSM Certificate Achieved?	NSISP Student
3500000801	Allen, Amanda	S005	Yes	Yes	No	No	No
3500001205	Amero, Alexander	S105	Yes	No	No	No	Yes
3500001395	Barr, Brenda	S225	Yes	No	No	No	No
3500003136	Belliveau, Terry	S005	Yes	No	No	Technology	No
3500005834	Boutellier, James	S005	Yes	No	French Immersion Certificate	No	No

Users can interact with the report in the following ways:

- **Sort any column** by clicking the column header.
- **Open the related PowerSchool page** by clicking any field displayed in blue/orange text within the table. This allows you to quickly update incorrect values.
- **Select students for review** by clicking individual student names to cherry-pick specific rows, or hold **Shift** to select a consecutive group (click the first student, then the last student in the range). Click **Deselect all** to clear the selection.

12. KEY DATES AND DEADLINES

To ensure accurate and timely reporting for Data Strategy and Analytics, the following steps must be completed **prior to End of Year (EOY) processing** at the Regional Centres:

- **By June 26, 2026:**
All **School Completion data must be reviewed and verified** in the system. This step is essential to ensure accuracy before data extraction.
- **June 30, 2026:**
The **Data Strategy and Analytics** team will extract the verified **School Completion information**.
Any updates or corrections made **after this date** will **not** be captured automatically.
- **After June 30, 2026:**
If changes to School Completion data are required, please **email the revised information directly to Data Strategy and Analytics** as soon as possible.

To contact Data Strategy and Analytics:

Email: psm@novascotia.ca