



Nova Scotia Public Education System

School Completion Verification

User Guide

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June 17, 2025

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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**, 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 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 5.
- **Exit Code** - Enter either 'GRAD' or 'NC' for each grade 12 students, see Section 4. For Returning Grads, see Section 5.

IMPORTANT: New Program Completion Verifications for June 2025 (where applicable):

- **Options and Opportunities (O₂) Certificate Achieved** - – if the student has met all requirements for an Options and Opportunities (O₂) certificate, see Section 6.
- **French Second Language Certificate Achieved** – if the student has met all requirements for a French Immersion or Integrated French certificate, see Section 7.
- **High Skills Major Certificate** - if the student has met all requirements for a High Skills Major certificate, see Section 8.
- **Nova Scotia International Student Program (NSISP)** – if the student is a NSISP participant, see section 9.

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.

Historic Graduation Plan Progress

Graduation Eligibility? Y

Has this student Completed French Second Language Certificate Requirements? No

NS High Skills Major Certificate Achieved? No

Has This Student Graduated? N

Is Graduated Last Changed:

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."***

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

Total Credits Earned: 21.0
An official transcript bears the school seal.

School Official Signature Title Date

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

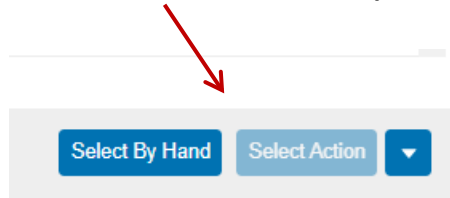
1. Do a search for and select the student in PowerSchool.
2. Under the section **Postsecondary Readiness**, select **Historic Graduation Plan Progress***.
3. From the dropdown menu next to **Has This Student Graduated?**, select Y or N.
4. Click **Submit**.

*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.

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 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 in Section 3.1 – 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**.

Student Field Value

1349 students are selected

Option	Value
Field To Change (Fields)	NS_planned_destination
New Field Value	Univ
Options	<input type="checkbox"/> Clear Field Value Insert * to use the current field value with the new field value. <input checked="" type="checkbox"/> Do not overwrite existing data. WARNING: This change is irreversible.

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 below as a guide.
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.

4. 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 **Change Student Field Value**.
3. In the **Field to Change** box, enter or select **Exitcode**.
4. In the **New Field Value** box enter **GRAD** (in UPPERCASE).
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.

5. 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) in UPPERCASE. 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. In the **New Field Value** box enter **COMP** in UPPERCASE. (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 **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 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 **Enrollment History** page.

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.**

6. 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.

7. 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 22-23	PHYSICAL EDUC_MARTIAL ARTS 11 SCIENCE 10	11 10	70 50	OPEN ACAD	1.00 1.00	ALC PSP	ENG 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 following statement: **Recipient of French Immersion Certificate**.

Example:

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

8. 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
- Health and Wellness
- Skilled Trades
- Technology

Completing the FSL 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)
- HSM02** (for Arts)
- HSM03** (for Health and Wellness)
- HSM04** (for Skilled Trades)
- HSM05** (for Technology)

9. 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_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							
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.

10. HOW TO RUN THE SCHOOL COMPLETION VERIFICATION REPORT

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 10** for key dates and deadlines.

- 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.

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 the Graduation Indicator, Exit Code, and Planned Destination for each student.
 - **Graduation Indicator** - This code is updated as required.
 - If you see **NOT SET** click on the words and the Historic Graduation Plan Progress page opens in a new tab. Set the **Has This Student Graduated?** field to either Y or N. Click **Submit**, close that tab, and click **Refresh** on the verification report to refresh the page.
 - If the Graduation Indicator 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 Historic Graduation Plan Progress page appears in a new tab; make the correction on the Historic Graduation Plan Progress page, click **Submit**, close that tab, and click **Refresh** on the verification report to refresh the page.
 - If the Graduation Indicator 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.
 - **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, **NOT SET** is displayed on the page. Click on the words to open a new tab.
 - On the menu to the left, under the section **School Enrollment**, click on **Enrollment History**.
 - Click on the current enrollment entry date and select the **Exit Code** from the dropdown list, click **Submit**, close the tab and click **Refresh**.
 - **Planned Destination** is a required field. If entering this data using the Change **Student Field Values** function, type the code value **exactly** as it appears below; **they are case sensitive**. The valid Planned Destinations are listed in Section 3.1.

II. 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, 2025:**
All **School Completion** data must be reviewed and verified in the system. This step is essential to ensure accuracy before data extraction.
- **June 30, 2025:**
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, 2025:**
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:

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