

13G EMIS Reporting

13G Dates for Extracts: For the start dates for these reports you will want to use your first day of school last year and for the end date you will want to use the day after your last summer grad or before your first day this year.

Example: 08/xx/2012 to 08/xx/2013

13G Record types:

- GI – Student Demographics
- FN – Student Attributes – No Date
- FA – Student Assessment
- FE – Student Special Education Graduation Requirement
- GP – Graduation Only
- GC – Student Graduation CORE Summary

PowerSchool Users

You should have already completed your mass updating of diploma dates and types and so on from our yearend processes months ago and have already taken care of any retained students. You will need to Un-check the Exclude From State Reporting? Check box from Graduate building for G reporting. The PS path is **District>District>Schools/School Info**

NOTE: If K or N reporting periods are open at the same time – remember to then re-check this so as to not include the information from the Graduate building when running your K or N extracts.

Screen shot below:

PowerSchool School: District Office Term: 12

Start Page > District Setup > Schools/School Info > Edit School

Edit School

School Name	<input type="text" value="Graduated Students"/>
School Abbreviation	<input type="text" value="Graduated S"/> (example: FHS)
Is a Summer School	<input type="checkbox"/> Checking this will allow the school to show up in the student "Summer School Indicator" drop-down and will change how the year term number is identified for years starting after July 1.
School Address (Full) (include school name)	<input type="text"/>
School Address	<input type="text"/>
School City	<input type="text"/>
School State/Province	<input type="text" value=""/>
School Postal/Zip Code	<input type="text"/>
School Phone Number	<input type="text"/>
School FAX Number	<input type="text"/>
School Number (9 digit maximum)	999999 (once entered, do not change later)
Alternate School Number	<input type="text" value="0"/> (Use as zero to use school number)
StatePrld (32 character maximum)	<input type="text"/> (Use only when SIF is enabled)
Exclude From State Reporting?	<input checked="" type="checkbox"/>

All districts will run their extracts as normal and load the files into the EMIS-R data collector for processing for the graduate reporting period- 13G.

**** As always review your files in the data collector Level 1 report and all preview reports prior to a submission.**

**** After a submission review any post processing reports and/or any SDC related reports.**