

Harmony 3

Marking a Student as a Mid-Term Graduate



1. Mid-term graduates need to follow a specific process in order to properly submit them to the STN application center as a mid-term graduate. Before graduating the students, make sure to go to Guidance...Class Rank/GPA and rerun your class rank/GPA. This will ensure that the students get their accurate rank at time of graduation.

Student	GPA	Year GPA	Credits	Class Rank
Grade - 10				
<input type="checkbox"/> Smith, Susie Q	0.0		0.0	1 of 2
<input type="checkbox"/> Walker, Mattingly E	0.0		0.0	2 of 2
Grade - 11				
<input type="checkbox"/> Brewer, Emma E	4.065	4.333	31.0	1 of 6
<input type="checkbox"/> Miller, Megan R	2.667	2.667	1.0	2 of 6

2. Next, open the students who will be graduating mid-term and touch the "Enroll/Withdraw" button. Choose to withdraw the student and enter the date of withdrawal (graduation). Select the exit code as "34-Early Graduate". This makes all the documents for the student inactive and removes them from attendance.

Change in enrollment status [Close] [Ok]

Complete the data for Megan Puckett and touch Ok

Student is enrolling Student is withdrawing

Withdrawal record

Date: 12/21/2016 (first date of non-attendance)

Exit code: 34-Early Graduate

Reason:

Transfer to:

Comment:

- Run a Real Time (RT) report and send it to the STN Application Center. This submits the student as an early graduate.
- Next, mark the individual student as a graduate within Harmony by opening their demographics in the Inactive Students view.
- Then touch the "Edit" button to put the student into edit mode. Then touch the "Mark Graduated" link on the Guidance tab of the demographics.

Close Save

[Enroll/Withdraw](#)
[Transfer](#)
[Change ID](#)
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Guidance information

<u>Guidance data</u>		<u>Graduation information</u>	
Grad track:	Core 40 with Academi	Mark Graduated	Graduation date:
Career path:			Diploma type:
Path category:			Core 40 with Technica
<input type="checkbox"/> Include in class rank		<input type="checkbox"/> New Tech Certification	College choice:
High ability:			Post grad info:
Dual credit:	0-Not applicable to thi		-select one-
<input type="checkbox"/> Retained		<input type="checkbox"/> Adult Secondary Credit program	Cohort:
Status:	Graduated - null		Transcript comment:
<u>ECA Retest/Accommodations</u>			

- Enter the graduation date, diploma type and post grad info. You can also add a transcript comment if necessary. When you touch the "Mark Graduated" button, the student will be marked with the graduation date and their transcript will then reflect that date.

Mark graduated

Graduation information



Graduation date: 06/01/2016

Diploma type: Core 40 with Technica

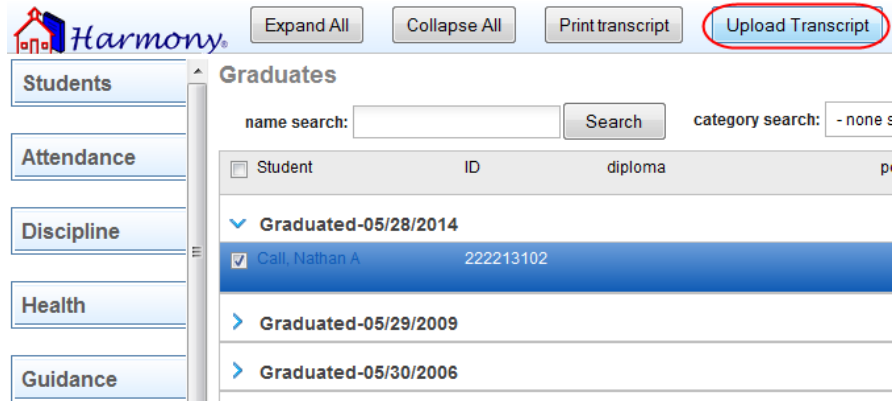
Post grad info: Four year or more Col

Adult Secondary Credit program

Transcript comment:

 mark graduated
  cancel

7. Lastly, upload the graduate's transcript to Parchment so that the Parchment transcript reflects the graduation date. This can be done from Guidance...Recent Graduates by selecting the student and touching the "Upload Transcript" button.



The screenshot shows the Harmony software interface. At the top, there are buttons for "Expand All", "Collapse All", "Print transcript", and "Upload Transcript" (which is circled in red). Below these is a sidebar with navigation options: "Students", "Attendance", "Discipline", "Health", and "Guidance". The main content area is titled "Graduates" and includes a search bar with "name search:" and "category search: - none". Below the search bar is a table with columns for "Student", "ID", "diploma", and "p". The table contains three rows of data, with the first row expanded to show a student named "Call, Nathan A" with ID "222213102".

<input type="checkbox"/>	Student	ID	diploma	p
<input checked="" type="checkbox"/>	Call, Nathan A	222213102		
<input type="checkbox"/>				
<input type="checkbox"/>				