

## Setting the Graduation Date

The graduation date for each student is stored in their demographic record under the General tab.

*EzStart -> Lumen Touch - School -> Student Enrollment -> School Student Demographics -> School Student Demographics*

The date can be entered or edited here. It can also be locked to prevent it from being changed by the Graduation Date Mass Update Utility



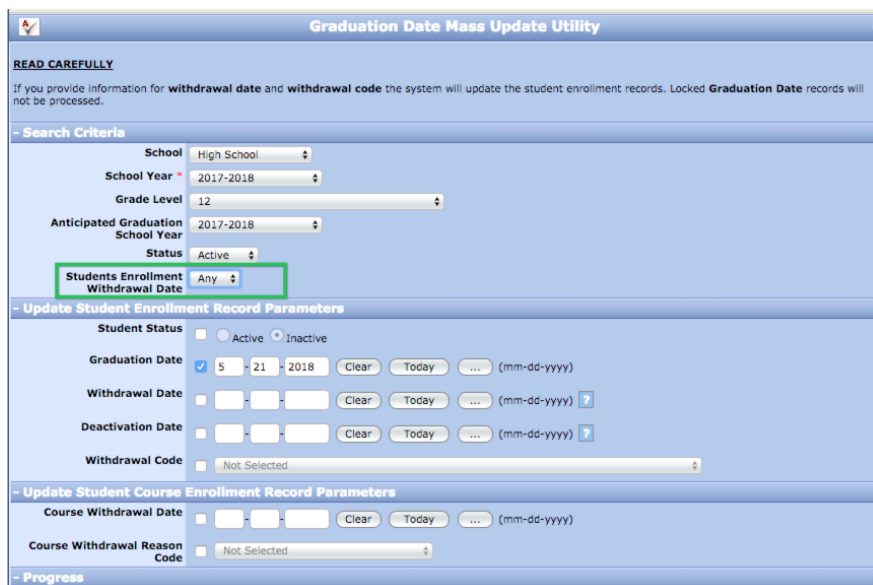
Withdrawal Date: 05-19-2018  
 Withdrawal Code:  
 Graduation Date: mm-dd-yyyy Today ... Clear   
 Fees Customer Account #: 100005  
 Surrogate Parent needed:  Yes  No  
 Buttons: To List, Transaction Journal, Next Student, Save & Finish, Save & Edit

## Graduation Date Mass Update Utility

*EzStart -> Lumen Touch - District Admin -> District System Utilities -> District System Utilities -> Graduation Date Mass Update Utility*

Most if not all graduating students will have the same Graduation Date. Normally this would be the last day they attend. It must be a date within the School Year.

Choose the School, School Year, Grade Level, Anticipated Graduation School Year, Status Active, and Student Enrollment Withdrawal Date to **Any**. Enter the date. Click Process.



**Graduation Date Mass Update Utility**

**READ CAREFULLY**  
 If you provide information for **withdrawal date** and **withdrawal code** the system will update the student enrollment records. Locked **Graduation Date** records will not be processed.

**- Search Criteria**

School: High School  
 School Year: 2017-2018  
 Grade Level: 12  
 Anticipated Graduation School Year: 2017-2018  
 Status: Active  
 Students Enrollment Withdrawal Date: Any

**- Update Student Enrollment Record Parameters**

Student Status:  Active  Inactive  
 Graduation Date:  5 - 21 - 2018 Clear Today ... (mm-dd-yyyy)  
 Withdrawal Date:  - - - Clear Today ... (mm-dd-yyyy)  
 Deactivation Date:  - - - Clear Today ... (mm-dd-yyyy)  
 Withdrawal Code:  Not Selected

**- Update Student Course Enrollment Record Parameters**

Course Withdrawal Date:  - - - Clear Today ... (mm-dd-yyyy)  
 Course Withdrawal Reason Code:  Not Selected

**- Progress**