

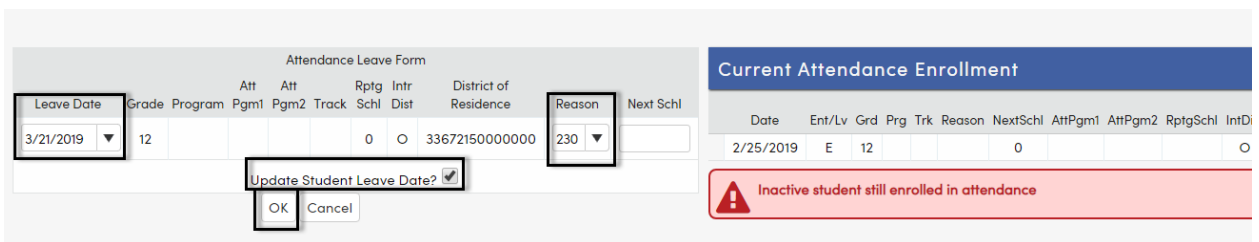
## Exiting an Early Grad – Aeries Web

**Early Grad – a student who attends school in the current year and graduates mid-term or any time during the school year, prior to the school year ending.**

### **\*\*Important Information\*\***

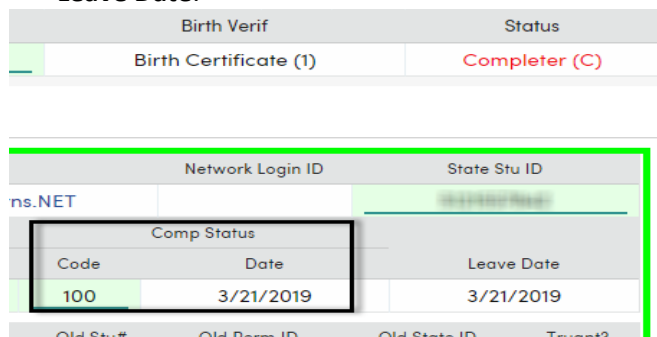
Before exiting the Early Grad, exit/close any **Program** records that are open.

1. Change **Status** to “**C**” – **Completer**
2. Leave all **Inactivation Options** boxes checked
3. Enter the **Leave Date** – the date the school has given as the “approval” or student’s completion date
4. Click **OK**
5. Click **Save**
6. Click **Update Attendance**
7. On the **Attendance Leave Form**:
  - a. Enter the same **Leave Date** as above
  - b. Enter **Reason 230 (Completer Exit-Finished Highest Grade)**
  - c. Leave the **Update Student Leave Date** option checked
8. Click **OK**



The screenshot shows the 'Attendance Leave Form' and 'Current Attendance Enrollment' sections. In the 'Attendance Leave Form', the 'Leave Date' is set to 3/21/2019, and the 'Reason' is set to 230. The 'Update Student Leave Date?' checkbox is checked. A red warning message at the bottom states 'Inactive student still enrolled in attendance'.

9. On **Student Data 2**, enter a **100 (Graduated) Completion Status Code** and **Date** to match the **Leave Date**:



The screenshot shows the 'Student Data 2' form. The 'Birth Verif' section shows 'Birth Certificate (1)' with a status of 'Completer (C)'. The 'Comp Status' section shows a code of '100' and a date of '3/21/2019'.