

# End of Year Graduation Reporting Procedures

Cohort List Received	SCHOOL ACTION TAKEN	Cohort List Distributed	Cohort List DUE
<b>May 24 - June 9</b>			
Principals will receive a list of all students in the senior cohort	Principals should identify the students according to the following: <b>1)</b> students who are members of the cohort and may be <i>graduating</i> in June <b>2)</b> students who are members of the cohort and are <i>potential summer school graduates</i> , and <b>3)</b> students who are members of the cohort and will <i>not be graduating</i> . Principals will add to the list students who may be eligible to graduate who are not on the cohort list.	May 24th	June 9th
<b>July 1 - July 15</b>			
Updated Graduation Cohort list that include Active & Inactive students who are non-graduates but are included in the Cohort	Principals will review the list of students in the Cohort who have not yet been identified as graduates, and notify MIS of any graduates who remain on the list.	July 1st	July 15th
<b>August 15 - 25</b>			
Within 10 DAYS of END of SUMMER SCHOOL (on or about August 22nd), MIS will provide a list that includes ONLY NON-GRADS	Principals must identify, verify, confirm, and report all graduation Cohort students who graduated via summer school.	TBD	August 25th
<b>August 31st - DEADLINE FOR SUBMITTING ALL GRADUATES TO NJSMART</b>			