

GUIDELINES FOR STUDENTS GRADUATING DURING THE SCHOOL YEAR

These are examples from the 17/18 school year that indicate how to graduate students with accurate “date” information in order to ensure there are no overlapping dates within enrollment records for accurate survey reporting

The +1 day rule is embedded in FOCUS per DOE guidelines

EXAMPLE OF DROP AND ENROLLMENT WITHIN THE WEEK

Before – the date of 5/21, adding the +1 day, would be a drop date of 5/22

2018-2019	Lely High School (0261)		09/17/2018			
2017-2018	Lely High School (0261)	12	05/22/2018	(R02) From ...	05/22/2018	(WFT)...
2017-2018	Beacon High School (90...	12	04/17/2018	(R02) From ...	05/21/2018	(W02) ...
2017-2018	Lely High School (0261)	12	08/16/2017	(E01) In Dist...	04/16/2018	(W02) ...

Review the dates on the calendar to choose the correct next date – remember to exclude students days off and holidays

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code
2018-2019	Lely High School (0261)		09/17/2018			
2017-2018	Lely High School (0261)	12	05/22/2018	(R02) From ...	05/22/2018	(WFT)...
2017-2018	Beacon High School (90...	12				(W02) ...
2017-2018	Lely High School (0261)	12				(W02) ...
2016-2017	Lely High School (0261)	11				(W01) ...
2015-2016	Lely High School (0261)	10				(W01) ...
2014-2015	Lely High School (0261)	09				(W01) ...
2014-2015	Adult & Community Edu...	09				(W02) ...

AFTER – the correct date to choose would be 5/23 so that the drop date for Beacon and the enrollment date for LHS would not be overlapping when the enrollment records are submitted in the survey data

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code
2018-2019	Lely High School (0261)		09/17/2018			
2017-2018	Lely High School (0261)	12	05/23/2018	(R02) From ...	05/23/2018	
2017-2018	Beacon High School (90...	12	04/17/2018	(R02) From ...	05/21/2018	
2017-2018	Lely High School (0261)	12	08/16/2017	(E01) In Dist...	04/16/2018	

EXAMPLE OF DROP DATE ON FRIDAY, MONDAY IS A HOLIDAY

Before – the date of 5/25, adding the +1 day, would be a drop date of 5/28

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code
2018-2019	Gulf Coast High School (...)		09/17/2018			
2017-2018	Gulf Coast High School (...)	12	05/28/2018	(R02) From ...	05/28/2018	(W06) ...
2017-2018	Beacon High School (90...	12	05/23/2018	(R02) From ...	05/25/2018	(W02) ...
2017-2018	Gulf Coast High School (...)	12	08/16/2017	(E02) Frm P...	05/22/2018	(W02) ...

GUIDELINES FOR STUDENTS GRADUATING DURING THE SCHOOL YEAR

AFTER – the correct date to choose would be 11/27 so that the drop date for Beacon and the enrollment date for LHS would not be overlapping when the enrollment records are submitted in the survey data

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code
2018-2019	Lely High School (0261)		09/18/2018			
2017-2018	Lely High School (0261)	12	11/27/2017	(R02) From ...	11/27/2017	(WXW...
2017-2018	Beacon High School (90...	12	08/16/2017	(E01) In Dist...	11/20/2017	(W02) ...

EXAMPLE OF DROP DATE ON WEDNESDAY AND FRIDAY IS A STUDENT DAY OFF

Before – the date of 3/28, adding the +1 day, would be a drop date of 3/29

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code
2018-2019	Palmetto Ridge High Sc...		09/18/2018			
2017-2018	Palmetto Ridge High Sc...	12	03/29/2018	(R02) From ...	03/29/2018	(WXW...
2017-2018	Beacon High School (90...	12	08/16/2017	(E01) In Dist...	03/28/2018	(W02) ...

Review the dates on the calendar to choose the correct next date – remember to exclude student days off (according to the 17/18 school calendar, 3/30 is a teacher planning day, no school for students)

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code
2018-2019	Palmetto Ridge High Sc...		09/18/2018			
2017-2018	Palmetto Ridge High Sc...	12	03/29/2018	(R02) From ...	03/29/2018	(WXW...
2017-2018	Beacon High School (90...	12				(W02) ...
2016-2017	Beacon High School (90...	12				(W01) ...
2016-2017	Beacon High School (90...	12				(W01) ...
2016-2017	Palmetto Ridge High Sc...	12				(W24) ...
2015-2016	Palmetto Ridge High Sc...	11				(W01) ...
2014-2015	Palmetto Ridge High Sc...	10				(W01) ...

AFTER – the correct date to choose would be 4/2 so that the drop date for Beacon and the enrollment date for PRH would not be overlapping when the enrollment records are submitted in the survey data

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code
2018-2019	Palmetto Ridge High Sc...		09/18/2018			
2017-2018	Palmetto Ridge High Sc...	12	04/02/2018	(R02) From ...	04/02/2018	(WXW...
2017-2018	Beacon High School (90...	12	08/16/2017	(E01) In Dist...	03/28/2018	(W02) ...

GUIDELINES FOR STUDENTS GRADUATING DURING THE SCHOOL YEAR

EXAMPLE OF DROP DATE ON FRIDAY AND ENROLLMENT DATE WOULD NOT BE MONDAY

Before – the date of 4/20, adding the +1 day, would be a drop date of 4/23

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code
2018-2019	Lely High School (0261)		09/17/2018			
2017-2018	Lely High School (0261)	12	04/23/2018	(R02) From ...	04/23/2018	(WRW...
2017-2018	Beacon High School (90...	12	08/16/2017	(E01) In Dist...	04/20/2018	(W02) ...

Review the dates on the calendar to choose the correct next date – remember to exclude students days off and holidays

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code
2018-2019	Lely High School (0261)		09/17/2018			
2017-2018	Lely High School (0261)	12	04/23/2018	(R02) From ...	04/23/2018	(WRW...
2017-2018	Beacon High School (90...	12				(W02) ...
2016-2017	SS - Beacon High Scho...	11				(W02) ...
2016-2017	Beacon High School (90...	11				(W01) ...
2016-2017	Lely High School (0261)	11				(W02) ...
2015-2016	Adult & Community Edu...	11				(W47) ...
2015-2016	Lely High School (0261)	11				(W01) ...

AFTER – the correct date to choose would be 4/24 so that the drop date for Beacon and the enrollment date for LHS would not be overlapping when the enrollment records are submitted in the survey data

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code
2018-2019	Lely High School (0261)		09/17/2018			
2017-2018	Lely High School (0261)	12	04/24/2018	(R02) From ...	04/24/2018	(WRW...
2017-2018	Beacon High School (90...	12	08/16/2017	(E01) In Dist...	04/20/2018	(W02) ...

EXAMPLE OF DROP DATE ON THURSDAY AND ENROLLMENT DATE WOULD NOT BE FRIDAY

Before – the date of 1/18, adding the +1 day, would be a drop date of 1/19

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code
2018-2019	Lely High School (0261)		09/17/2018			
2017-2018	Lely High School (0261)	12	01/19/2018	(R02) From ...	01/19/2018	(WXT)...
2017-2018	Beacon High School (90...	12	08/16/2017	(E01) In Dist...	01/18/2018	(W02) ...

GUIDELINES FOR STUDENTS GRADUATING DURING THE SCHOOL YEAR

Review the dates on the calendar to choose the correct next date – remember to exclude students days off and holidays

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code
2018-2019	Lely High School (0261)		09/17/2018			
2017-2018	Lely High School (0261)	12	01/19/2018	(R02) From ...	01/19/2018	(WXT)...
2017-2018	Beacon High School (90...	12				(W02) ...
2016-2017	Lely High School (0261)	11				(W02) ...
2015-2016	Lely High School (0261)	10				(W01) ...
2014-2015	Lely High School (0261)	09				(W01) ...
2013-2014	Manatee Middle School ...	08				(W02) ...
2012-2013	Manatee Middle School ...	07				(W01) ...

January 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AFTER – the correct date to choose would be 1/22 so that the drop date for Beacon and the enrollment date for LHS would not be overlapping when the enrollment records are submitted in the survey data

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code
2018-2019	Lely High School (0261)		09/17/2018			
2017-2018	Lely High School (0261)	12	01/22/2018	(R02) From ...	01/22/2018	(WXT)...
2017-2018	Beacon High School (90...	12	08/16/2017	(E01) In Dist...	01/18/2018	(W02) ...

EXAMPLE OF DROP DATES WITHIN THE LAST 2 DAYS OF THE SCHOOL YEAR

Before – the date of 5/30, adding the +1 day, would be a drop date of 5/31; therefore, when the home high is going to enroll on 5/31, this would cause an overlapping date problem

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code
2018-2019	Naples High School (0151)		09/17/2018			
2017-2018	Naples High School (0151)	12	05/31/2018	(R02) From ...	05/31/2018	(WFT)...
2017-2018	Beacon High School (90...	12	08/23/2017	(R02) From ...	05/30/2018	(W02) ...
2017-2018	Naples High School (0151)	11	08/16/2017	(E01) In Dist...	08/22/2017	(W02) ...

Beacon would enter a drop date of 5/29, therefore, with the +1 day, the actual drop date for reporting purposes would be 5/30

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Prior District
2018-2019	Naples High School (0151)		09/17/2018				11 - Collier
2017-2018	Naples High School (0151)	12	05/31/2018	(R02) From ...	05/31/2018	(WFT)...	11 - Collier
2017-2018	Beacon High School (90...	12	08/23/2017	(R02) From ...	05/30/2018	(W02) ...	11 - Collier
2017-2018	Naples High School (0151)	11	08/16/2017	(E01) In Dist...			
2016-2017	SS - Beacon High Scho...	11	06/12/2017	(R02) From ...			
2016-2017	Adult & Community Edu...	10	10/13/2016	(RA1) Reent...			
2016-2017	Naples High School (0151)	11	08/15/2016	(E01) In Dist...			
2015-2016	Golden Gate High Scho...	10	06/13/2016	(R02) From ...			
2015-2016	Adult & Community Edu...	10	06/06/2016	(EA1) Origin...			

May 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

GUIDELINES FOR STUDENTS GRADUATING DURING THE SCHOOL YEAR

After – the dates would now be accurate for reporting purposes and allowing the home high school one day, the last day of school to enter their graduation information accurately

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code
2018-2019	Naples High School (0151)		09/17/2018			
2017-2018	Naples High School (0151)	12	05/31/2018	(R02) From ...	05/31/2018	(WFT)...
2017-2018	Beacon High School (90...	12	08/23/2017	(R02) From ...	05/29/2018	(W02) ...
2017-2018	Naples High School (0151)	11	08/16/2017	(E01) In Dist...	08/22/2017	(W02) ...

MOST IMPORTANT TO REMEMBER – all students graduate within the regular school year and would NEVER have a drop date on the enrollment panel outside of the regular school year calendar. Although summer school is an extension of the regular school year, all students in SY 17/18 that graduated at the end of the school year should have a date, no greater than 5/31/2018. For SY 18/19, the date is 5/30/2019.

Guidelines for dates on the Graduation panel whether entering a diploma OR certificate:

Graduation

Year Entered Ninth Grade		Graduation Plan Year	
Graduation Option		Early Admission to College Fl...	
Post Secondary Educational ...		Diploma Designation	
? Diploma Type		Diploma Date	
Certificate of Completion		Certificate of Completion Date	
Graduation Date		Talented Top 20	
GED Exit Option Results		Diploma Biliteracy Seal Desig...	

Year Entered Ninth Grade: Submitted only in Survey 5

Graduation Plan Year: Not submitted in a survey, but very important for reports to be run accurately for a school's co-hort data analysis

Graduation Option: Submitted in all data Surveys (1, 2, 3, 4 and 5)

Graduation Date: The date the student met the graduation requirements

Diploma Date: The date on the student's diploma

Date note: the graduation and the diploma dates are NOT sent to the state in any survey data. The "date" sent to the state for reporting purposes is taken from the enrollment panel. The drop date on the enrollment panel is the student's graduation date.