

For Juniors who are graduating early:

- Remember to change grade level to 12 by May 8th, 2026, and inform teachers that they will need submit grades during the Senior grades window
- DO NOT** change first time in 9th grade or their graduation year as student will be calculated for school grade in their cohort graduation year
- Once the teachers have submitted their grades, please change the grade level back to 11.
 - Early grads class rank is calculated with their cohort not the year they graduate
 - Remember that these students are submitted individually to Bright Futures 8th semester final evaluation – FASTER code 2681
- Enter diploma type, **diploma date of 05.22.26** and check “Early Graduation” on Grad Panel.

Diploma Type	
Diploma Date	
Early Graduation	☐

Diploma Codes:

- Diploma code and **diploma date (05.22.26)** must be entered onto the Graduation panel **by 3:00 PM on Monday, May 18, 2026**, for all graduating students.
 - W06, WFT, WRW, WXL, WXT, WXW & WEL**
 - WD1** for SWD who are deferring their diploma
 - Grad Option must be “A” for students on Access Point Diploma
 - Students walk with this year’s graduating class (students only walk once)
 - Withdraw students by entering WD1 as the Drop Code and 05.29.2026 as the Drop Date on the Enrollment Panel. (These students are still in school, and their enrollment records must remain active for lunch, attendance, etc.).
 - Mark Grade Promotion Status to “D”- Disabled Opted to Stay in School.
 - Please store diploma until student ends their high school career.
 - WAG** for students who fail to achieve the required GPA or fail to pass the required assessments or a concordant or comparative score
- The district will provide a verification report of diploma codes on Tuesday, May 19, 2026, for school to review.**
- Any errors must be corrected by noon on Wednesday, May 20, 2026.**
- The district will roll Diploma Type and Diploma Date from grad panel into the Withdrawal Code and Withdrawal Date fields on the enrollment panel the afternoon of Wednesday, May 20, 2026.

Senior Retentions:

- Any Senior not meeting graduation requirements that are going to either summer school or returning next year should mark enrollment panel with Grade Promotion Status of “R”- Retained and have diploma type and date left blank.

Other items to be coded on Grad Panel:

- Diploma Designation
 - I – Industry Scholar
 - S – Scholar
 - B – Both Scholar and Merit
- Biliteracy Seal
- Fine Arts Seal

Once Seniors are withdrawn, you will be able to submit to Bright Futures (FASTER Code 2681, “include inactive”) and run transcripts. District will inform you when all processes have been completed by the district. Final transcripts for Common App should be ready on the afternoon of May 27th.