

January 11, 1999

IMPORTANT DEADLINE  
February 1, 1999

MEMORANDUM

To: Presidents  
Deans of Student Services  
System Administrators

From: Steve Ijames, Director  
Information Services

Subject: Collection of the 1997-98 High School Graduate Report

Attached are the instructions to enable your college to run the 1997-98 High School Graduate Report. This report is a key source of data for the legislature in its analysis of the performance of high school graduates in the Community College System. We will appreciate your attention in processing the appropriate software programs to produce the data needed for this report. In order to meet the needs of the legislature for this data, the 1997-98 High School Graduate Report is due by February 1, 1999.

For the 56 colleges that use the IIPS applications software package, the software that you need to run this report will be available to you in Service Call Number 1794. You will need to load Service Call 1794 before running this report. You will need to enter information into two processes that will be used by the software programs to process the information for the High School Graduate Report. Instructions for entering the data are attached. Once you enter the appropriate information into these two files, processing of the data at the college will be the same as when the 1996-97 High School Graduate data were collected last year. Both the System Administrator and Student Services personnel who will be working with the data collection should carefully read the attached instructions since they provide detailed information on how to proceed in running this report.

For the two colleges that do not use the IIPS applications software package, you will need to use the same process as the one used for the 1996-97 High School Graduate Report except that you will report data for the 1997-98 academic year.

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If there are any questions concerning the High School Graduate data collection process, please contact Gloria Johnson by E-mail ([johnsong@ncccs.cc.nc.us](mailto:johnsong@ncccs.cc.nc.us)) or telephone (919) 733-7051, ext. 331.

Attachments

CC: College Data Coordinators  
Gloria Johnson

CC99-008  
E-mail

IMPORTANT - PLEASE READ

NOTES FOR STUDENT SERVICES PERSONNEL

Subject: Running the 1997-98 High School Graduate data collection process.

As noted in the cover letter, there are two processes (Grade Maintenance Inquiry Screen (page 2) and Prepare DCC Reporting File) in which you must enter appropriate information before running the High School Graduate Report. We recommend that you first obtain a printout of all of the grades in your GRADES file as you will need this information in order to complete the two processes.

The first process is grade file maintenance. There is now a second page in the grade file maintenance process. This second page is relevant to the High School Graduate Report only. The data entered on the second page will be used to determine grade point averages and satisfactory grade statistics for the High School Graduate Report only. You must enter information for each grade that will be reported on the High School Graduate Report. The instructions for entering data on this second page of the grade file maintenance process, Grade Maintenance Inquiry Screen (page 2), is shown below. This is menu item 2,6,1.

RG.U.GRADES

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REL 12.0

GRADE MAINTENANCE INQUIRY

1. HSG: Does this grade go to the HSG report? :\_
3. HSG: Grade value . . . . . :\_\_
4. HSG: Grade count for withdrawal? . . . . . :\_
6. HSG: Credit by exam? . . . . . :\_
8. HSG: Satisfactory? . . . . . :\_
10. HSG: Count hours attempted? . . . . . :\_
12. HSG: Count hours earned? . . . . . :\_

Enter (S)ave, (XX)Cancel, (Q)uit, (T)op, (WI)ndow#, (P)age#, Or Item#

The Grade Maintenance Inquiry Screen allows you to define your college's grading scale. The field entries on page two of the process relate to the High School Graduate Report. The fields are described below.

1. HSG: Does this grade go to the HSG report? Should a course with this grade be included on the High School Graduate Report? Enter a "Y" if you want a course with the grade you are defining to be included on the High School Graduate Report or an "N" if you do not want a course with the grade you are defining included on the High School Graduate Report. All audits, incompletes, and grades such as NG for no grade should NOT be reported.

Note: If you answer "N" to this question, enter "N" for all of the other yes/no questions on this screen and enter "0" in the HSG Grade value field.

3. HSG:Grade value. For the purposes of the High School Graduate Report, what is the quality point value of the grade you are defining? For example, you can use this field to assign a grade value of "4.0" to an "A\*" grade that has a value of "0.0" for local QPA calculations.

Note: For those grades that do not have a grade value at the local level (developmental, pass/fail, etc.) and for which this grade indicates satisfactory completion of the class, enter a grade value of 2.5. It is very important that all colleges use the same grade value for these classes for comparative purposes.

4. HSG:Grade count for withdrawal? For the purposes of the High School Graduate Report, does the grade you are defining indicate that the student withdrew from the class? Enter a "Y" for yes or "N" for no.

6. HSG:Credit by exam? For the purposes of the High School Graduate Report, does the grade you are defining indicate the student received credit by exam? Enter a "Y" for yes or "N" for no.

8. HSG:Satisfactory? For the purposes of the High School Graduate Report, is the grade you are defining considered satisfactory? Enter a "Y" for yes or "N" for no.

10. HSG:Count hours attempted? For the purposes of the High School Graduate Report, do the hours associated with a class with the grade you are defining count as hours attempted? Enter a "Y" for yes or "N" for no.

12. HSG:Count hours earned? For the purposes of the High School Graduate Report, do the hours associated with a class with the grade you are defining count as hours earned? Enter a "Y" for yes or "N" for no.

Note: After you have entered data or made changes, remember to save your entries. At the TOADS command line, enter an "S" to save. If you do not want to save your changes, enter a "Q" to quit or an "XX" to cancel.

The second process that you will need to enter information into before you begin to process the High School Graduate Report is the Prepare DCC Reporting File (menu item 4,5,6,1). The instructions for entering data into this file are shown below.

RG.P.DCC.RPT.S

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REL 13.1 ..... PREPARE DCC REPORTING FILE

- 2. Year of high school graduation ..... :\_\_\_\_\_
- 3. Summer term following high school graduation . :\_\_\_\_\_
- 4. Next Fall term ..... :\_\_\_\_\_
- 5. Next Spring term ..... :\_\_\_\_\_
- 6. Next Summer term ..... :\_\_\_\_\_
- 7. Fall term in which this report is being run ..... :\_\_\_\_\_
- 8. Earliest grad date ..... :\_\_\_\_\_
- 9. Latest grad date ..... :\_\_\_\_\_

\*\*\* HELP is available for each field by entering "?" at the field prompt.

Listed below is additional information for certain of the data fields that were listed above:

Field 2 - Enter 1997 (for the 1997-98 data collection)

Field 7 - Enter the Fall Term code for 1998

There are two procedures in the reporting of the High School Graduate Report. First is the selection and editing of student records to be included in the study and second is the process to transmit the selected data to the System Office. Please run the first procedure as soon as possible as this procedure will print a list of data that are missing or that may be inappropriate. You will need to correct existing data and/or add missing data for certain records on the error list. Once all data records have been selected, you will need to send them to the System Office. The process to select the records is RG menu item 4-5-6-1 and the process to transmit the data to the System Office is RG 4-5-6-2.

Once the first pass has been made, you will need to enter or correct data for which an error message is listed on the printout. Once the indicated records have been completed or corrected, run the RG 4-5-6-1 process a second time. Then transfer the selected records to the System Office via RG 4-5-6-2.

If you encounter any problems running the process, have your System Administrator contact Gloria Johnson at the System Office.

## HIGH SCHOOL GRADUATE ERROR MESSAGES

The error report may contain one or more of the following messages for selected student records.

1. Student has invalid or missing LAST HIGH SCHOOL DATE  
Enter last high school date in STUDMAST screen (page 3, field 7) (menu item 1,1,3).
2. FORMAT.COURSE subr returned an error condition for "Transcript course id"  
Check the transcript for what may be an invalid course id and correct it by entering a valid course id (menu item 2,7,1).