End of Year

Extracting the Graduation Guidelines (GG) Files

In PowerSchool (PS)

# Graduation Guidelines (GG) File:

1. **Select School:** (Some schools will choose “District Office” if pulling data for multiple schools)
2. **Select the Calendar Year:** Current Year

## Go to: “Reports”, (NEW VERSION – “Data and Reporting”)

## Select: “System Reports, (NEW VERSION – “Reports”)

## Go to: “State” tab, (NEW VERSION – “Compliance Reports”)

1. **Under Interchanges, Select:** “Graduation Guidelines”

 Original View New Version Update





## Under Report Parameters:

## Select Schools: Choose school/s that you would like to include. Use “Shift /Click” to select multiple,

## Select Students: Leave as Default “All Students”,

## Begin Date: Use a general date that will encompass all graduating GG history, including 5-, 6-, and 7-year graduates. This date can be as far back as you choose and defaults to the first date of the selected term,

## End Date: Use a general date to capture the current year graduates, this value defaults to the last day of the selected term,

## Include Validation Columns: Uncheck, this should be OFF or the file will fail to process,

**Enrolled Students Only:** Leave as Default, unchecked,

1. **Click:** Submit



**When submitting files to CSI, do NOT open the downloaded file directly and resave, or it will lose critical leading zeros! Instead, save the file first. Then open or submit the saved file. OR,** if using a newer Excel, you will receive a warning. **Choose “Don’t Convert”**

**Submission Steps:**

* **Use the Record Check Tool (RCT) prior to an initial submission,**
* **Save file using the following format:** SchoolCode\_SchoolAbbreviation\_GG\_MMDDYYYY (no spaces),
* **Upload to:** G-Drive>Submissions>End of Year>(Choose Year)>Files to Run,
* **Notify the Data Team of the submission by emailing:** **Submissions\_CSI@csi.state.co.us****.**

\*See resources:

* For more on naming files:<https://resources.csi.state.co.us/data-submissions-library/>:
* Training Submissions Process / “Step 3: Extracting the Files and Submitting to CSI”
* For SD details: <https://resources.csi.state.co.us/end-of-year/>: “Student Demographic File Layout”
* For SSA details: <https://resources.csi.state.co.us/end-of-year/>: “Student School Association File Layout”
* For RCT: <https://resources.csi.state.co.us/end-of-year/>:“ Record Checker Tool”
* For converting CSV to Excel, Excel Filters, etc: <https://resources.csi.state.co.us/data-submissions-library/>: “Excel for Data Submissions Contacts (Part 1)”

For More Quick Guides:

<https://resources.csi.state.co.us/end-of-year/>

* EOY – Extracting SD Files in PS
* EOY – Extracting GG Files in PS
* EOY – Using the RCT
* EOY – Extracting SSA Files in PS
* EOY – Extracting TitleI Files in PS