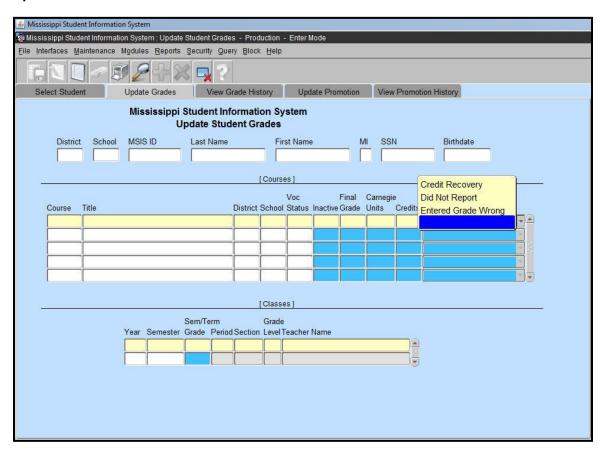# Update Student Grades/Promotion/Graduate Type

To access this screen go to MODULES>STUDENT>UPDATE STUDENT GRADES.

Each district will decide who they want to have access to this screen; it is not assigned to a particular security role.

**Update Grades**



This screen allows the user to update a student's Vocational Status, Semester Grade, Carnegie Units, Credits, and Final Grade on a selected course. When a Final Grade has been changed, a reason must be entered for the change. The choices consist of 'Credit Recovery', 'Did Not Report', or 'Entered Grade Wrong'. A history is kept of the changes showing the old data and the new data and who made the change. **Changes should be made by September 30th before sending a Month 01 file for the next school year.**

**Update Promotion/Graduate Type**



The user can also update the promotion indicator and promotion date, and graduation type on the selected student.

**Changes to promotion indicators and graduation type should be made by September 30ᵗʰ, before reporting Month 01 of the next school year**. Remember that only students in grade 12 can have a graduation type of **T**.

MSIS will not accept any more data on students that have a graduate/completer code. So if a student has a graduation type and you try to send the student in a MSD file you will get the error message, "**STUDENT HAS ALREADY GRADUATED. THIS STUDENT CAN NOT BE INCLUDED IN THE TRANSACTION.**"