

## 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

Mississippi Student Information System

Mississippi Student Information System : Update Student Grades - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Select Student Update Grades View Grade History Update Promotion View Promotion History

Mississippi Student Information System  
Update Student Grades

District School MSIS ID Last Name First Name MI SSN Birthdate

[ Courses ]

Course	Title	District	School	Voc	Status	Inactive	Final Grade	Carnegie Units	Credits	Entered Grade Wrong

[ Classes ]

Year	Semester	Grade	Period	Section	Level	Teacher Name

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 30<sup>th</sup> before sending a Month 01 file for the next school year.**

## Update Promotion/Graduate Type

Mississippi Student Information System  
 Mississippi Student Information System - Update Student Grades - Production - Enter Mode  
 File Interfaces Maintenance Modules Reports Security Query Block Help

Select Student Update Grades View Grade History Update Promotion View Promotion History

**Mississippi Student Information System  
 Update Student Grades**

District School MSIS ID Last Name First Name MI SSN Birthdate

[ Student Promotion ]

District	School	Grade	Enrollment Date	Promoted?	Promotion Date	Graduation 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 30<sup>th</sup>, 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."**