

Student Graduate Follow-Up (StuGrad)

Steps to complete the StuGrad MOSIS III submission.

1. In EzStart -> Student Enrollment (WeBSAS) -> WeBSAS - Student Demographics -> Student Demographics -> General Tab set the Anticipated Graduation School Year for all graduated students to the student's actual graduation year.
2. In EzStart -> Student Enrollment (WeBSAS) -> WeBSAS - Student Demographics -> Student Demographics -> Enrollment Tab set the Follow-up Status Code & Follow-up Placement Relation Code for all graduated students.
3. In EzStart -> Student Enrollment (WeBSAS) -> WeBSAS - Student Demographics -> Student Demographics -> State Info. Tab -> Student Graduate Follow-up section fill out all fields that pertain to the student for all graduated students.
4. In EzStart -> District State Functions - MO -> WeBSIS MOSIS Reporting -> WeBSIS MOSIS File Processing click "Create a new submission file"
 1. Select the StuGrad submission.
 2. Set the Reporting Date to the last Wednesday of January. (this submission does not have a "Count Day" so this field is not as important, so for continuity we can set it the same as the StuCore submission)
 3. Set the Reporting Month to February.
 4. Set the Graduation School Year to last school year. (It should default to the last school year)
 5. Click Save & Edit (It should take a second while it Synchronizes the files) and then Save & Edit again.
 6. Click Create/Update File Information to import the graduated students into the file submission.
 7. Click Perform Error Checking to check for any errors. If errors are found, click View/Edit Errors to view them.
 8. Click Download File Submission to save the submission to your computer. Save the file to an easily found directory like Desktop or Documents because you will need to find it when you upload it to DESE. (Do NOT open and save this file with a Spreadsheet application because it will truncate the preceding zeros off any numbers)
 9. Upload the submission to DESE.