

## Reporting Graduation Details, FAFSA Opt-Outs, and Pre-Admissions GPAs

What needs reporting by ***June 30, 2024***:

12th Grade 21st Century Scholars (report as Final)

- Cumulative GPA
- Diploma Type earned

12th Grade Students who earned an Honors Diploma (report as Final)

- Academic Honors Diploma
- Technical Honors Diploma
- Academic and Technical Honors Diploma
- International Baccalaureate

11th Grade 21st Century Scholars (report as Preliminary)

- Cumulative GPA up to this point
- Anticipated Diploma Type

11th Grade for Pre-Admissions Participation (report as Preliminary)

- Cumulative GPA up to this point

There are two ways to report these details Bulk Uploading (see below) or by entering details for each student (page 7).

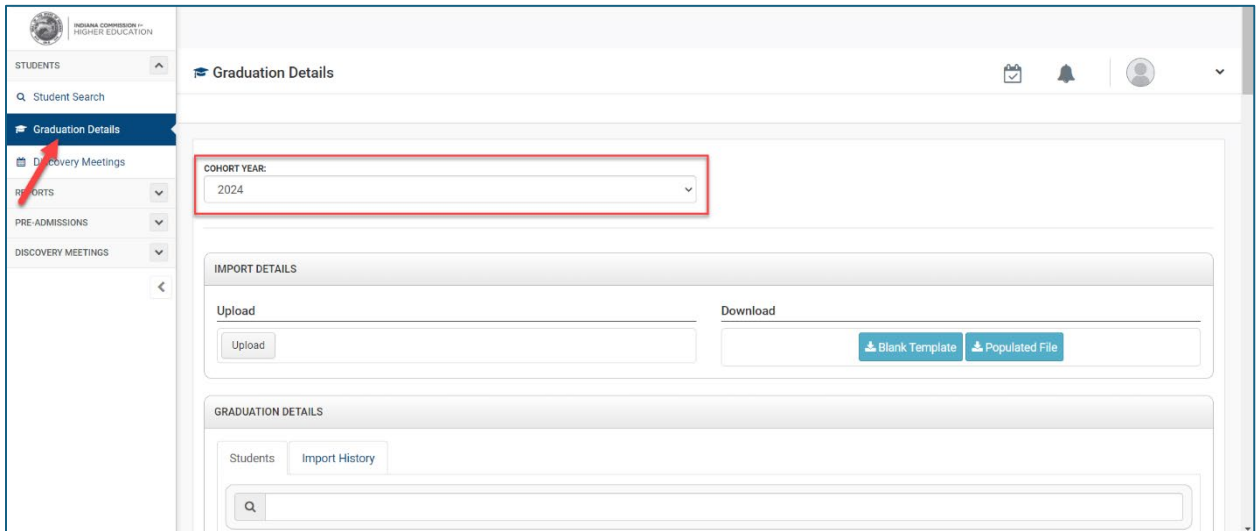
### Steps for Bulk Uploading:

1. Log into your ScholarTrack account – [www.scholartrack.in.gov](http://www.scholartrack.in.gov)

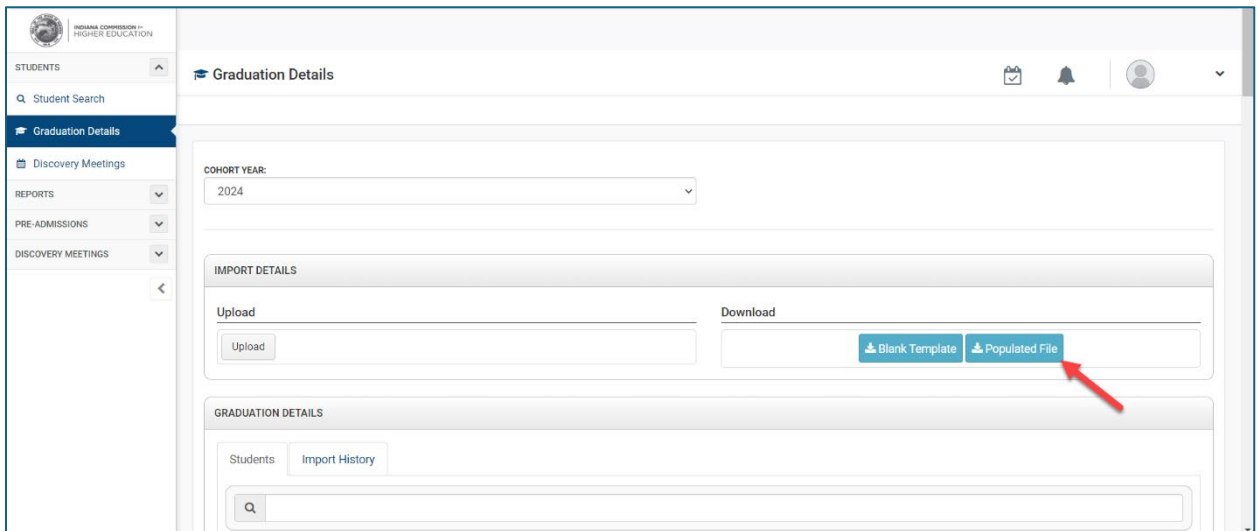
The screenshot shows the ScholarTrack website interface. At the top, there is a teal header with the 'LEARN MORE' logo on the left, the 'ScholarTrack' name in the center, and 'LOGIN' and 'REGISTER' buttons on the right. The main content area is divided into two columns. The left column features the heading 'About ScholarTrack' followed by a welcome message and a bulleted list of services: applying for state financial aid, completing Scholar Success Program activities, checking FAFSA status, viewing financial aid offers, submitting appeals, and accessing college resources. Below this is a 'Frequently Asked Questions' section with a dropdown menu. The right column is titled 'Login' and contains a form with fields for 'Email or Scholar ID' (with 'example@email.com' as a placeholder) and 'Password'. There are links for 'Update Login ID' and 'Forgot Password?'. A teal 'SUBMIT' button is positioned below the password field. At the bottom of the right column, there is a 'Not Registered Yet?' section with a link to 'Register for an account'.

If you do not have a School User or School Admin ScholarTrack account, email [schools@che.in.gov](mailto:schools@che.in.gov) for access.

2. Navigate to the Graduation Details tab and select appropriate cohort year.



3. Select Populated File to download



4. Retrieve “Grad Details Populated” file from downloads and begin updating details in the following columns:

- a. Diploma:
  - i. General
  - ii. Alternate
  - iii. Core 40
  - iv. Core 40 with Academic Honors (AHD)
  - v. Core 40 with Technical Honors (THD)
  - vi. Certificate of Completion
  - vii. International Baccalaureate
  - viii. Core 40 with Academic and Technical Honors
  - ix. Other
- b. Is Diploma Preliminary or Final:
  - i. Preliminary
  - ii. Final
- c. Cumulative GPA:
  - i. Please enter GPA on a 4-point scale. Contact your Outreach Coordinator for questions.
- d. Is Cumulative GPA Preliminary or Final:
  - i. Preliminary (keep for 11th grade)
  - ii. Final (graduating students)
- e. FAFSA Status:
  - i. Student Opt Out
  - ii. Parent/Guardian Opt Out
  - iii. School Opt Out

Once you have updated this information, save your updated Populated File in a secure location and prepare to upload. Ensure the file is saved as a .csv file to upload properly.

The screenshot shows an Excel spreadsheet titled "Grad Detail Populated (1)". The spreadsheet has the following columns: Scholar ID, STN, First Name, Middle Initial, Last Name, Date of Birth, Cohort Year, SSN, 21st Century, Diploma, Is Diploma Preliminary or Final, Cumulative GPA, Is Cumulative GPA Preliminary or Final, and FAFSA Status. The data for the first student is as follows:

Scholar ID	STN	First Name	Middle Initial	Last Name	Date of Birth	Cohort Year	SSN	21st Century	Diploma	Is Diploma Preliminary or Final	Cumulative GPA	Is Cumulative GPA Preliminary or Final	FAFSA Status
87654321	123456789	Sally	A	Scholar	1/1/2004	2024		Yes	Core 40	Preliminary	3.027	Preliminary	FAFSA Filed

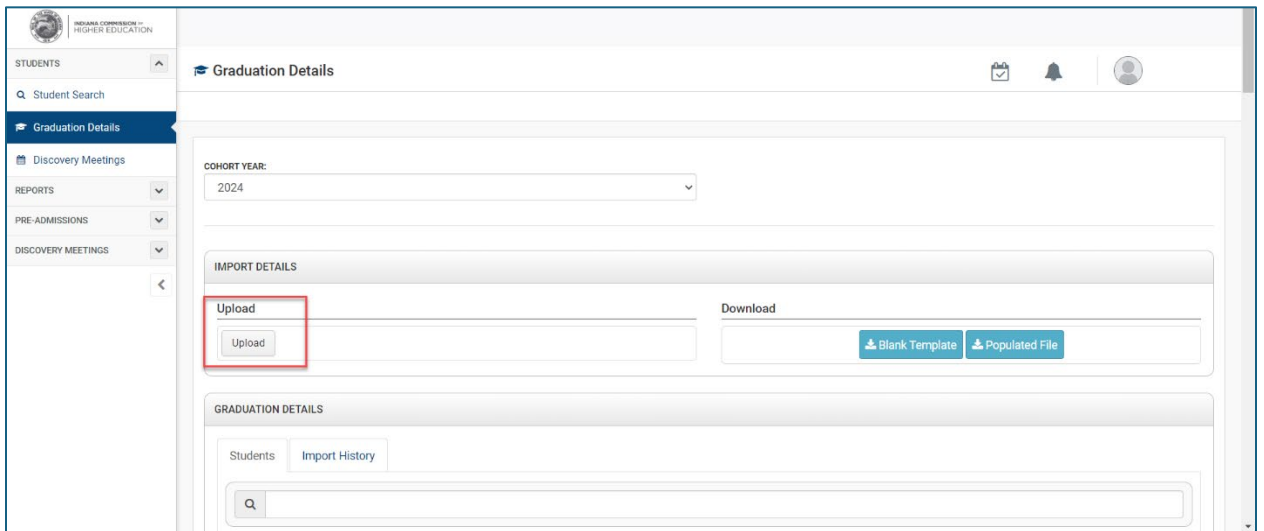
Do not delete or move the location of columns on the Populated File. To upload correctly, the file's columns cannot be deleted or reordered.

Deleting students from this file will not remove them from your roster. If you need to remove students from your roster, please contact your Outreach Coordinator or use the "Transfer Out" function. You can upload the updated populated file with blank information – it will not change anything in ScholarTrack.

The VLOOKUP function is highly recommended when completing Graduation Details Reporting if you are working with large cohorts of students, especially. You can use STN as the common value between the Populated File and your SIS File. Your Outreach Coordinator can provide resources to learn how to use this function.

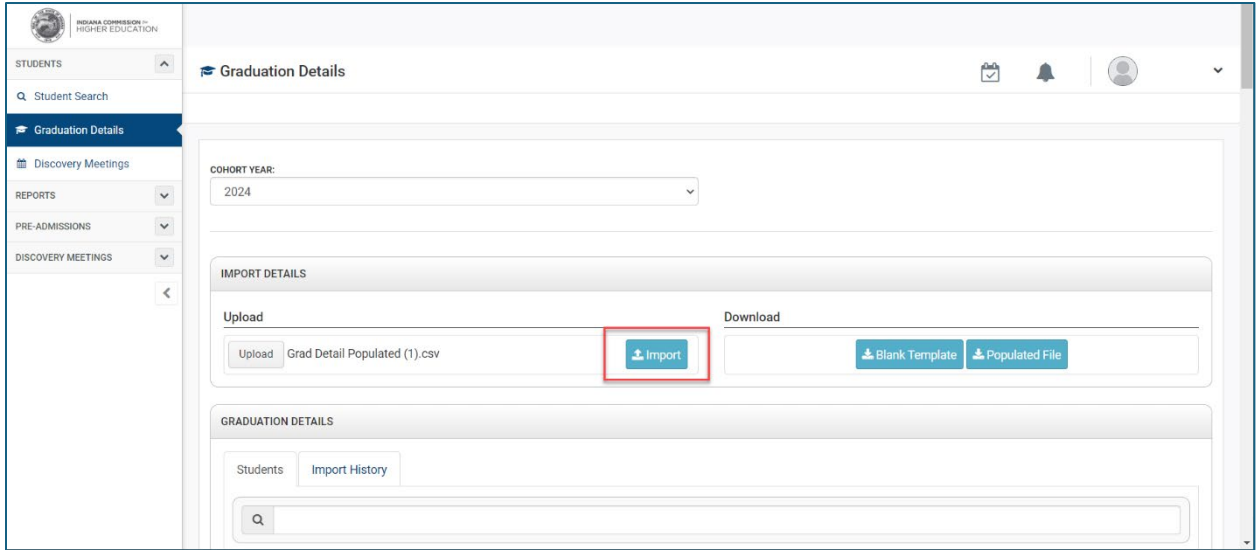
## 5. Uploading updated Populated File

Choose "Upload" under Import Details and select the appropriate file you want to upload.

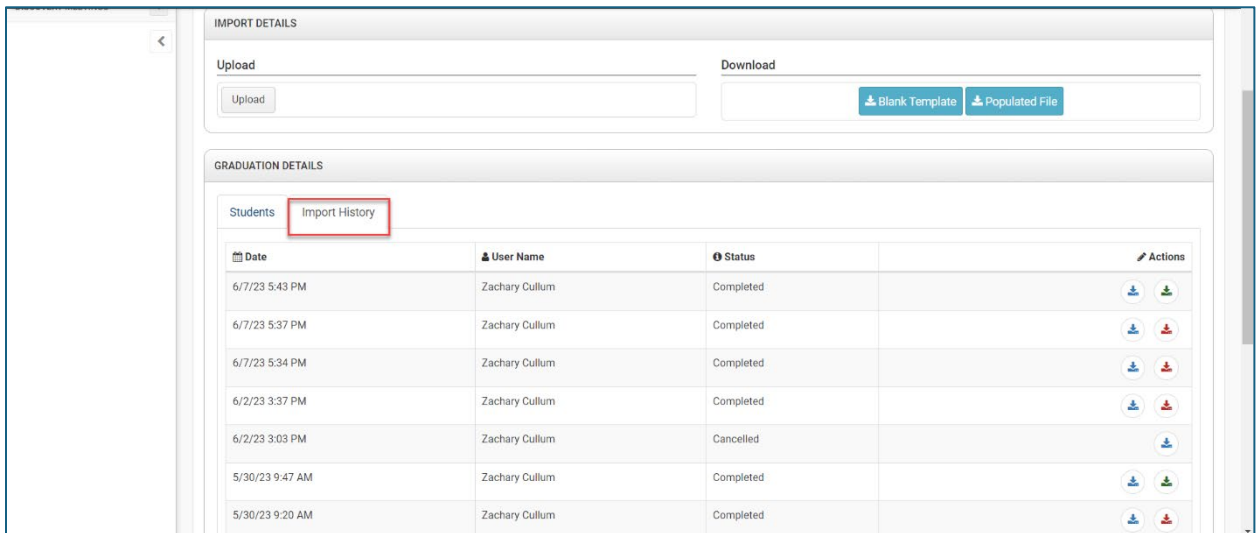


The screenshot displays the ScholarTrack web application interface. On the left is a navigation sidebar with categories: STUDENTS, REPORTS, PRE-ADMISSIONS, and DISCOVERY MEETINGS. The 'Graduation Details' section is active. The main content area shows a 'COHORT YEAR' dropdown set to 2024. Below this is the 'IMPORT DETAILS' section, which contains an 'Upload' button (highlighted with a red box) and a 'Download' section with 'Blank Template' and 'Populated File' buttons. At the bottom, the 'GRADUATION DETAILS' section has tabs for 'Students' and 'Import History'.

You will then select import to continue with uploading the selected file. If you need to choose a different file, simply refresh the page to remove the file you originally selected.



- Toggle to “Import History” under Graduation Details to see the status of your upload. You will see the date of upload, name of user who uploaded file, status of the upload, and actions.



Status will change from “Uploading” to “Complete” once the upload has finished.

Leaving the page or closing the browser will not disrupt the uploading process – uploading can take a few minutes to a few hours depending on the file size and how many files are in the queue to be uploaded. *However, we ask that you come back to the page to check on the status a few hours later or the next day. Further action may be needed.*

The blue, red, and green buttons under “Actions” indicate the following:



Blue – Original File (XX records)

This is the original file that was uploaded with the number of students (records) that were included. You may need this to refer to.



Red – Error File (XX records)

This file shows how many records had issues and will need correcting. These records require additional action to correctly upload. An Error Message will be included in the file with a description of the issue. Please contact your Outreach Coordinator if you need support with the errors you see.


Correct errors on the error file, delete the error message column, and rename the file for your records. Re-upload the file for the students that needed corrections.

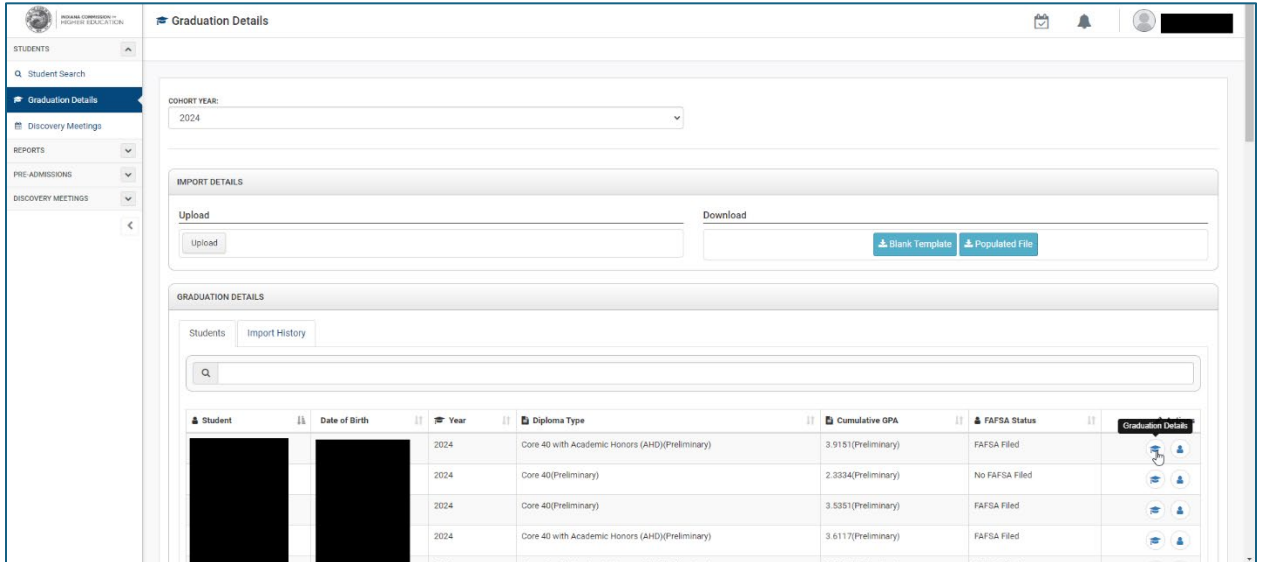






Green – Success File (XX records)

This file shows the number of records that were uploaded successfully. No further action for those records is needed.

## Individual Student Graduation Details Reporting:

1. Navigate to the Graduation Details tab. Scroll down to “Students” under the Graduation Details section and click the  icon for the student you would like to edit.



Student	Date of Birth	Year	Diploma Type	Cumulative GPA	FAFSA Status	Graduation Details
[REDACTED]	[REDACTED]	2024	Core 40 with Academic Honors (AHD)(Preliminary)	3.9151(Preliminary)	FAFSA Filed	
[REDACTED]	[REDACTED]	2024	Core 40(Preliminary)	2.3334(Preliminary)	No FAFSA Filed	
[REDACTED]	[REDACTED]	2024	Core 40(Preliminary)	3.5351(Preliminary)	FAFSA Filed	
[REDACTED]	[REDACTED]	2024	Core 40 with Academic Honors (AHD)(Preliminary)	3.6117(Preliminary)	FAFSA Filed	

2. Choose Diploma Type, add in GPA, and toggle from Preliminary to Final for both Diploma Status and Cumulative GPA Status for graduation students.
  - a. Please enter GPA on a 4-point scale. Contact your Outreach Coordinator for questions.
  - b. If FAFSA Status is not greyed-out, please choose one of the following:
    - i. Student Opt Out
    - ii. Parent/Guardian Opt Out
    - iii. School Opt Out

### Graduation Details ✕

**High School Diploma Type**  
Core 40 with Academic Honors (AHD) ▾

**Diploma Status**  
Preliminary

**Cumulative GPA**  
3.9151

**Cumulative SAT**  
1020

**Cumulative GPA Status**  
Preliminary

**FAFSA Status**  
FAFSA Filed

Cancel Save

Save then move on to next student.

**Need support? Contact your Outreach Coordinator:** <https://learnmoreindiana.org/contact/>