

The purpose of the Intentions of Graduates Report is to track the intentions of graduating seniors. A second purpose is to summarize Unit and School information such as scholarships, grade point average (GPA), SAT scores, ACT scores, dropouts, suspensions, and average daily attendance.

Steps for completing and submitting the report:

1. JUMS provides two methods for entering a graduation plan for a graduate:

a. Via Reports/Unit Tab/Intentions of Graduates/Graduates Tab. Click on the appropriate cadet in the listing, then click the Edit button. Note that Cadets with completed Graduation Plans are colored blue in the graduation report listing on the Graduates Tab. Cadets with no graduation plan are colored red.

b. Via the Cadets/History/Graduation Tab. Locate the appropriate cadet, click on the History Tab, then the Graduation Tab.

2. The Intentions of Graduates report Unit Tab is divided into two frames:

a. Current Cadets – Current School Year – School Unit Information for Grades 9-12

i. Enter to total number of scholarships awarded to cadets for this reporting period and the total value of those scholarships.

ii. For both the Unit and the School, enter:

1. Total number of dropouts
2. Total number of suspensions
3. Average daily attendance
4. Average GPA (note that the school's GPA scale is indicated)
5. Average SAT score
6. Average ACT score
7. Total number of Seniors for the reporting period
8. Total number of Graduates for the reporting period

iii. Note that this frame contains two check boxes: Auto Calculate and Manual Data Entry.

1. Clicking the Auto Calculate check box will populate several fields by summing or averaging data that has been entered via the JUMS cadet records, i. e., by selecting Cadets/History/Graduation tab for an individual cadet, or, by selecting Cadets/History/Academic tab for an individual cadet. The following fields are auto-calculated when Auto Calculate check box is clicked:

- a. Total Scholarships
- b. Scholarships Value
- c. Average GPA (Unit)
- d. Average SAT (Unit)
- e. Average ACT (Unit)
- f. Graduates (Unit)

2. Clicking the Manual Data Entry check box enables direct editing by the JUMS user of all fields in the frame.

b. Summary of Graduates

i. This frame pertains to graduates whose JUMS status changed to GRADUATE during the calendar year of the closing year of the report (for example: you're doing the graduation report for the 2004-2005 school year. The

graduation dates for that report would be January 1st, 2005 –December 31st, 2005)

ii. Note that this frame also contains two check boxes:

1. Auto Calculate will sum all data entered via the Cadets/History/Graduation tab.
2. Manual Data Entry allows the JUMS user direct access to all fields in this frame.