



## **STANDARD OPERATING PROCEDURE 3.17**

### **PROCEDURE TITLE: Collection of High School Graduation Data Process**

**Department: Compliance Department**

**Proposed by: Director of Compliance**

**Effective Date: 07/01/2019**

#### **PURPOSE**

The COLLECTION OF HIGH SCHOOL GRADUATION DATA PROCESS ensures the sponsor has graduation data electronically for easy retrieval in case of school closure. The COLLECTION OF HIGH SCHOOL GRADUATION DATA PROCESS is conducted to ensure that the sponsor has diplomas and transcripts readily available to former students, schools and colleges seeking graduation records from a closed school.

#### **SCOPE**

The Compliance Department is responsible for ensuring collection of each sponsored high school's graduation data.

#### **PROCEDURE**

When collecting graduation data, the following procedure will be followed:

1. Compliance Department sends a request by May 15 all school leaders informing them that within ten (10) days of any graduation, the School shall provide to the Sponsor a list of all graduates and copies of each graduate's diploma and transcript electronically.
2. Compliance Department sends out a reminder by June 15 to school leaders. If the graduation data has not been received in a timely manner and after repeated reminders, the Legal Department will be contacted to initiate the Corrective Action Plan Process.
3. Once the data is received it will be logged and tracked by the Compliance Department in the appropriate folder on the shared drive.



4. The Director of College and Career Readiness shall prepare a sponsor connection article for each July or August sponsor connection that celebrates the number of total graduates for St. Aloysius sponsored schools.

## **DOCUMENTATION/VERIFICATION**

The COLLECTION OF HIGH SCHOOL GRADUATION DATA PROCESS documentation is maintained by the Compliance Department and stored on the shared drive as follows:

*Location of documentation:* S:\School Graduation Data

*Naming Convention:* S:\School Graduation Data \Fiscal Year\School\School Name  
Example: S:\School Graduation Data \FY18-19\School\Lake Erie Int

*Supporting documentation included with this process:*

1. Tracking sheet including school name, date received, total number of graduates, total records received
2. Sample email request for graduation data

## **DOCUMENT HISTORY**

Orig. Date June 2019

Rev. Date June 2022

Rev. Date June 2023

Rev. Date September 2023

## **REVIEW AND APPROVAL**

Reviewers of the MANAGEMENT COMPANY EVALUATION PROCESS are as follows:

Reviewed by: Management Team:

Date: 09/20/2023

Approved by: President David L. Cash, Jr.

Date: 09/20/2023

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. COLLECTION OF HIGH SCHOOL GRADUATION DATA PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.