

STANDARD OPERATING PROCEDURE 5.07: COLLECTION OF HIGH SCHOOL GRADUATION DATA PROCESS

July 1, 2025

A. 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.

B. APPLICABILITY

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

C. DEPARTMENT RESPONSIBILITIES

Responsible Department: Compliance Department
Other Departments: School Improvement Team

D. PROCEDURE

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

1. Compliance Department sends a request by May 15 to all school leaders informing them that within ten (10) days of any graduation, the School shall provide to the Sponsor 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 School Improvement Team 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, which includes the number of graduates, type of diplomas and any other graduation information to highlight.
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E. DOCUMENTATION

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

F. GLOSSARY

Graduate, diploma, transcript, student records

G. CROSS REFERENCED SOP'S

None

H. REVIEW AND APPROVAL

Approved By: Chief Executive Officer David L. Cash, Jr.

Date: 06/30/2025
