

“Polishing” Instructions for 1st Quarter Nov 2 2009 Download of GradStar Raw Data for the 2009-10 School Year

NOTE: These instructions provide guidance on how to “polish” the 2009-10 1st Quarter GradStar data file your agency received during November 2009.

If you “polished” the 2008-09 GradStar data files your agency received last school year, you will find the following instructions familiar with a few changes to show you how to “marry” the information you have from the 2008-09 school year for this year’s returning students and their children.

Because the “polishing” process includes so many steps, I suggest that you print off a copy of the checklists in Appendices A and B to help you keep track of the steps you complete.

Happy “Polishing”
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