

## **“Polishing” Instructions for FINAL Download of GradStar Raw Data for the School Year**

**NOTE:** These instructions provide guidance on how to “polish” the end-of-the-school-year FINAL GradStar data file your agency received after June 30.

If you “polished” the First Quarter and First Semester GradStar data files your agency received, you will find the following instructions familiar with no changes in the steps.

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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