

Documenting Highest Grade Completed - Quick Help Guide

The National Youth in Transition Database (NYTD) is a data entry requirement. In order for DCYF to meet one of the NYTD data requirements, the "Highest Grade Completed" field must be completed for all school aged children in the header of the Education Pages for each child/youth. This information must be updated annually.

After signing in with SAW Account

1. Click **Utilities**
2. Click **Independent Living**



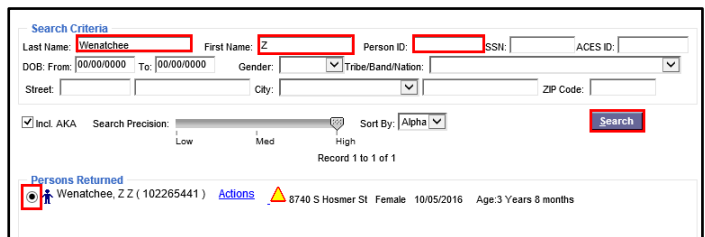
Independent Living Window will display

3. Click **Search**



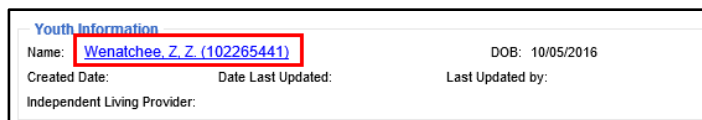
Person Search will display

4. Enter **First and Last Name**
5. Or Enter **Person ID**
6. Select **Search**



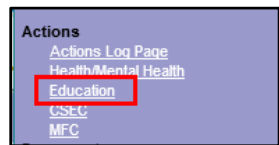
Results will return in Person Returned Group Box

7. Click Radio button for youth
8. Click **Continue**



Independent Living Page will display

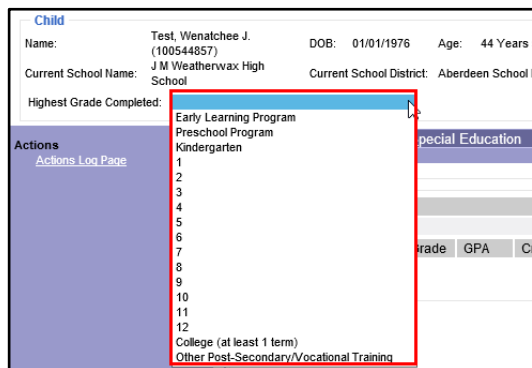
9. Click **Youth's Name** hyperlink



Person Management Page will display

10. Click **Education** hyperlink

Education Record will display



11. Highest Grade Completed:
Select Value from Pulldown
12. Click **Save when complete**



A GED is not recorded as a 12th grade completion. Record the last grade that the youth completed prior to passing the GED.