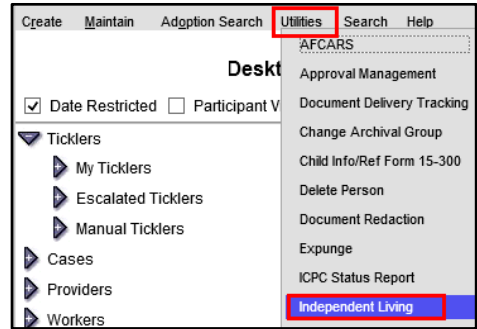


Documenting Highest Grade Completed - Quick Help Guide

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**

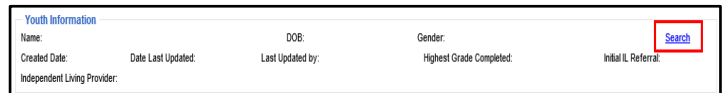


Independent Living Window displays

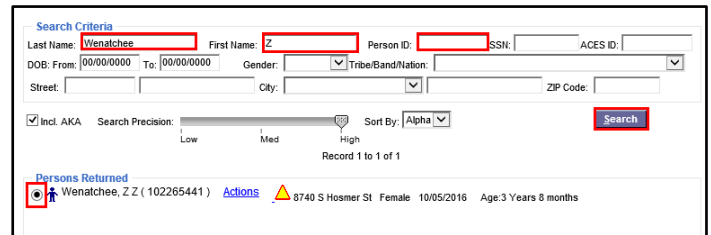
1. Click **Search**

Person Search displays

1. Enter **First and Last Name**
Or Enter **Person ID**



2. Select **Search**

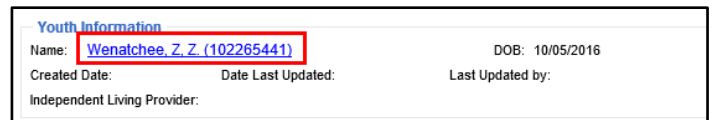


Results will return in Person Returned Group Box

1. Click Radio button for youth
2. Click **Continue**

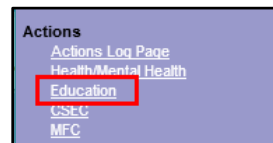
Independent Living Page displays

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



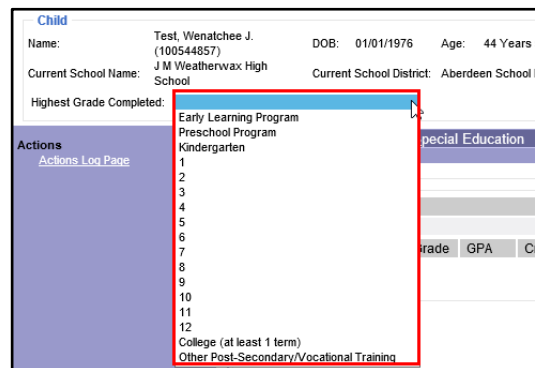
Person Management Page displays


1. Click **Education** hyperlink



Education Record displays

1. Highest Grade Completed: **Select Value from Pulldown**
2. Click **Save**



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