

Direct Admissions Minnesota

What is Direct Admissions Minnesota?

Direct Admissions Minnesota is a program designed to identify eligible students from Minnesota high schools for automatic admission to partner Minnesota colleges and universities. This guide outlines how to use the tools available in Skyward SMS 2.0 for participating high schools.

How can my high school/district participate?

The tools available in this guide are only available if your district has opted into the Direct Admissions program through the Minnesota Office of Higher Education (OHE).

The program's intake process starts mid-February through late April annually and requires submission of an application that, in most cases, the counselors at the high school complete on behalf of the school or district. This application is valid for multiple years.

For more information on this you can visit <https://ohe.mn.gov/outreach-professional-resources/high-school-resources/direct-admissions-minnesota/direct-0> and fill out the Direct Admissions High School Interest Form.

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Student Opting In/Out

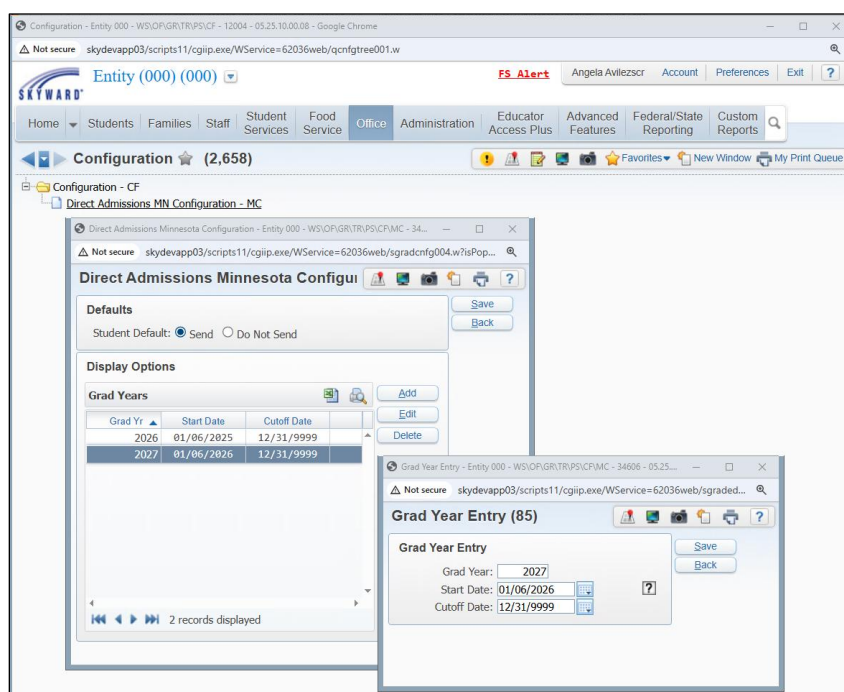
Direct Admissions Minnesota Configuration

The Direct Admissions Minnesota Configuration screen allows you to default students to Send in order to participate in the Direct Admissions Minnesota Program. Options to Opt Out of the program will be discussed later in this document.

The configuration also includes the selection of the graduation years available to participate and the setting of when the program tab will display in Family and Student Access via the start and cutoff dates.

To access this screen, navigate to Web Student Management > Office > Grading > Transcripts > Product Setup > Configuration > Direct Admissions Minnesota Configuration. (WS\OF\GR\TR\PS\CF\DC)

If the fields on this screen are read-only, a message will display at the top of the screen directing you to opt in to the Direct Admissions Program.



1. Select the appropriate Student Default value under the Defaults heading.
 - a. **Send:** When this option is selected the students will automatically have their information sent to OHE. To remove a student from the program their records must be updated to not send. This is the recommended value in order to default students to participate in the program.
 - b. **Do Not Send:** When this option is selected students will default to have their information withheld sending. To opt in and take part in the program, students and/or guardians must update their records to send.

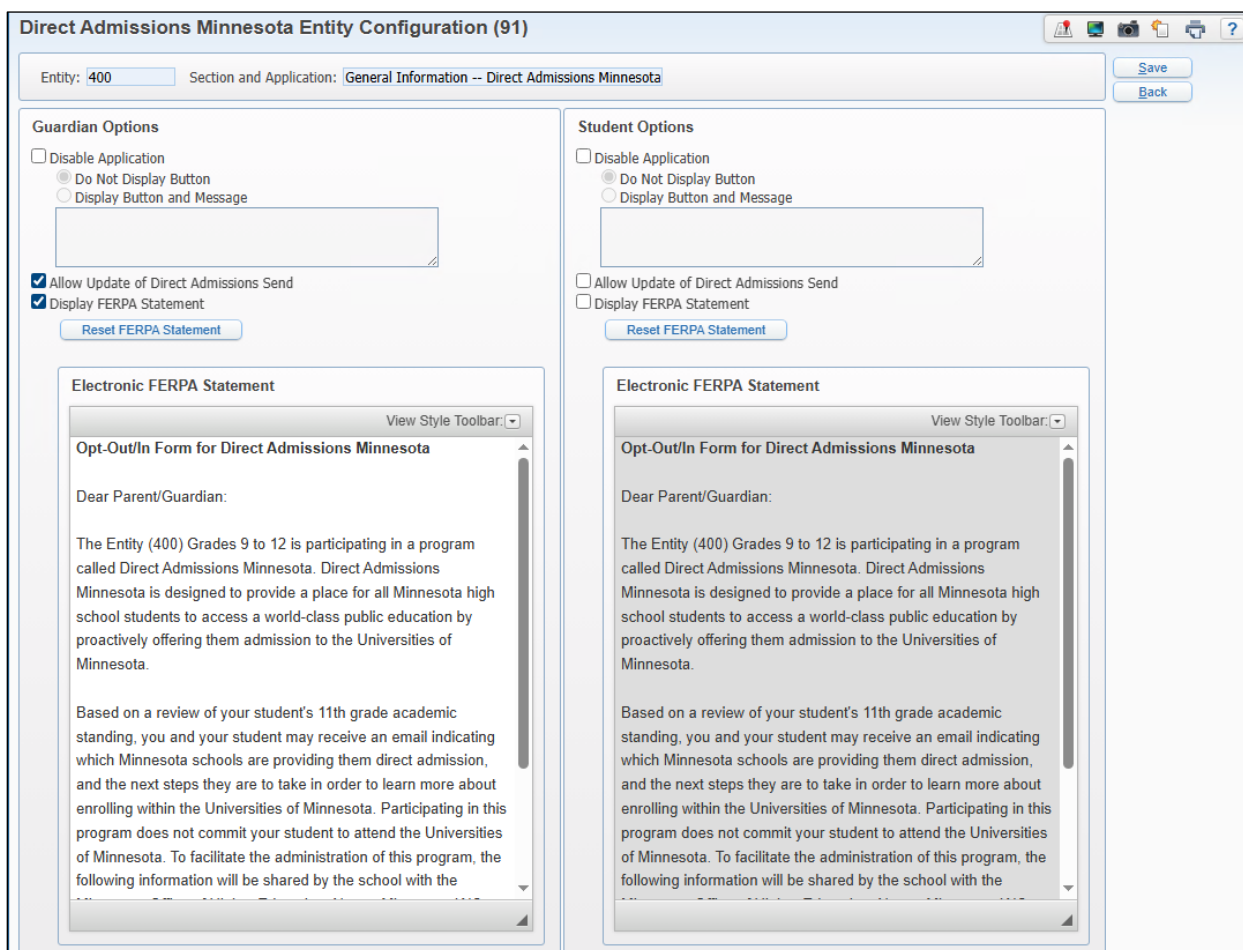
2. Select the Add button, under the Display Options heading, add a graduation year with the start and cutoff dates that show the duration of when the Direct Admissions Minnesota tab is available in Family and Student Access. This program is for students currently in their senior year, taking into account their coursework as of the end of their junior year, so the dates should be set accordingly.

Family/Student Access Configuration

The configuration settings for Direct Admissions Minnesota in Family and Student Access allow you to enable guardians and students to update the student's individual preferences on program participation. You will also have the option to include a Family Educational Rights Privacy Act statement (FERPA) agreement.

To access these settings, you can navigate to Web Student Management > Families > Family Access > Product Setup > Configuration > Entity Configuration.

1. Expand an entity and expand the General Information heading under the entity and select Edit next to Direct Admissions Minnesota.



Direct Admissions Minnesota Entity Configuration (91)

Entity: 400 Section and Application: General Information -- Direct Admissions Minnesota

Guardian Options

☐ Disable Application

☒ Do Not Display Button

☐ Display Button and Message

☒ Allow Update of Direct Admissions Send

☒ Display FERPA Statement

[Reset FERPA Statement](#)

Electronic FERPA Statement

View Style Toolbar: ▾

Opt-Out/In Form for Direct Admissions Minnesota

Dear Parent/Guardian:

The Entity (400) Grades 9 to 12 is participating in a program called Direct Admissions Minnesota. Direct Admissions Minnesota is designed to provide a place for all Minnesota high school students to access a world-class public education by proactively offering them admission to the Universities of Minnesota.

Based on a review of your student's 11th grade academic standing, you and your student may receive an email indicating which Minnesota schools are providing them direct admission, and the next steps they are to take in order to learn more about enrolling within the Universities of Minnesota. Participating in this program does not commit your student to attend the Universities of Minnesota. To facilitate the administration of this program, the following information will be shared by the school with the

Student Options

☐ Disable Application

☒ Do Not Display Button

☐ Display Button and Message

☒ Allow Update of Direct Admissions Send

☒ Display FERPA Statement

[Reset FERPA Statement](#)

Electronic FERPA Statement

View Style Toolbar: ▾

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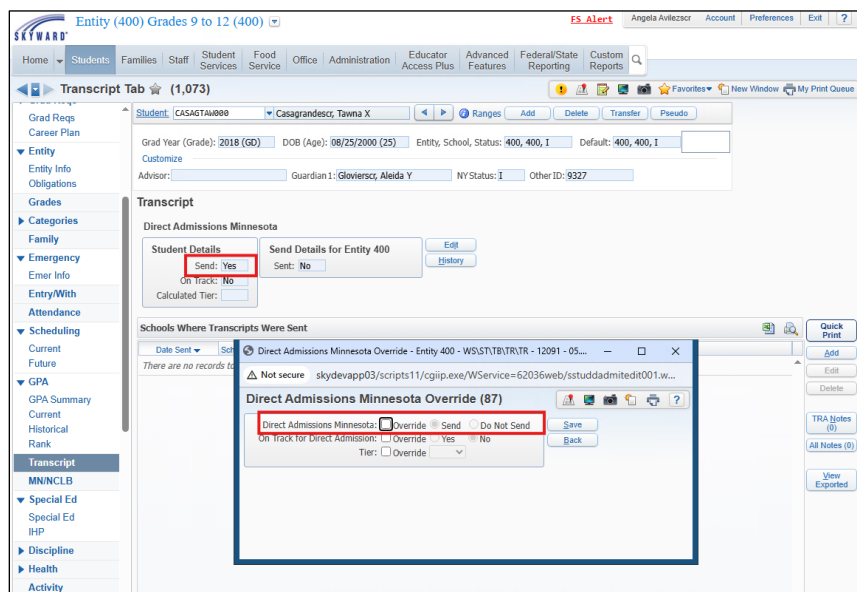
Based on a review of your student's 11th grade academic standing, you and your student may receive an email indicating which Minnesota schools are providing them direct admission, and the next steps they are to take in order to learn more about enrolling within the Universities of Minnesota. Participating in this program does not commit your student to attend the Universities of Minnesota. To facilitate the administration of this program, the following information will be shared by the school with the

2. If Disable Application is checked, you can select to hide the tab in Family or Student Access completely or display the option but with a message explaining why it cannot be updated. If the Disable Application is unchecked additional settings are available.
3. Select Allow Updates of Direct Admissions Send to allow the default value set for the district to be overridden. Note: For the update to be made for a student, they must also have an active record in the Direct Admissions Minnesota area under the Grading module for their graduation year.
4. Select Display FERPA Statement to allow FERPA compliant text to display.
 - a. Choose Use Standard Electronic FERPA Statement to display the default text Skyward has prepared.
 - b. Choose Create an Entity Defined FERPA Statement to enable the ability to update the default text that will display for the entity.
5. These settings can be updated for both Family and Student Access, and once complete, click Save.
6. These settings can be cloned across entities by selecting the Clone button from the Entity Configuration screen.

Student Profile Maintenance

From the Student Profile, you can verify and maintain individual student Direct Admissions Minnesota program participation preferences. This is helpful if your counselors or other administrative staff need to update a student's participation in the program. To access this, navigate to Web Student Management > Student > Student Profile > expand the GPA tab group > select the Transcript sub-tab.

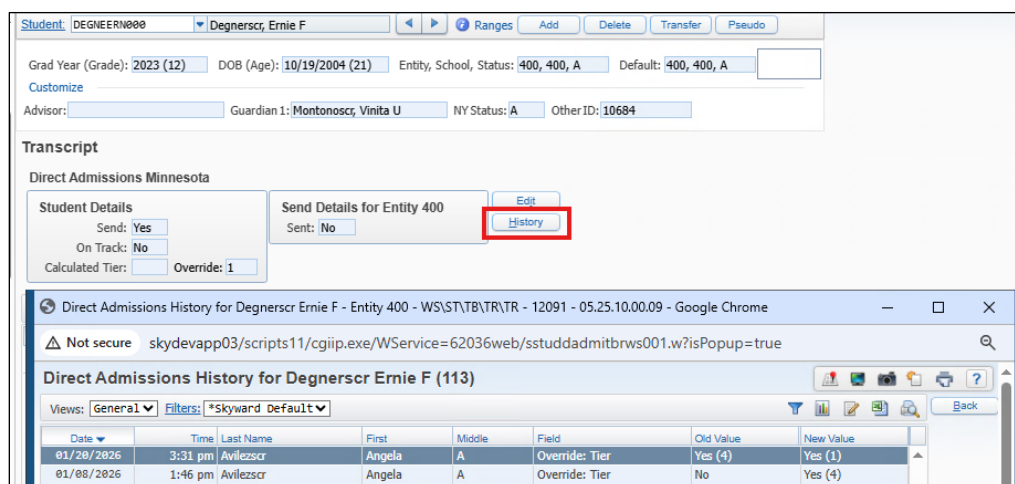
At the top of the tab, under the Transcript heading, you can see the student's current preference on the Direct Admissions Minnesota field. The Send or Do Not Send radio buttons default based on the Direct Admissions Minnesota Configuration Default setting discussed above. If a student's preference is updated from the default setting, the Override box will be checked, as well as the appropriate radio button for Send or Do Not Send.



To update the student's value, click the edit button next to the Direct Admissions Minnesota field to maintain the Send, On Track, and Tier fields.

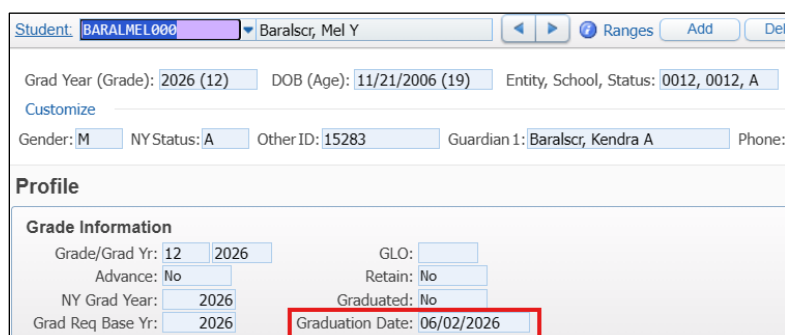
- Direct Admissions Minnesota - This field is used to indicate the student's participation in the Direct Admissions Program. The options are to Send, or Do Not Send, which will be populated by the default value setup into Direct Admissions MN Configuration and can be updated in Family/Student Access. There is also the option to override. Once this option is checked, you can change the selected value.
- On Track for Direct Admissions – This field is used to indicate if a student is on track to graduation, which will then allow them to be admitted into participating colleges and universities based on their Tier. This value is calculated and updated by the Direct Admissions On-Track Calculation. You can check the option to override from the Student Profile and update the selected value.
- Tier – This field is sent to the OHE and will determine which college and universities the student is directly admitted into. The Tier will be calculated based on the student's Unweighted Cumulative GPA and populated by running the Direct Admissions Tier Calculation Utility.

A History button is seen on the Transcript tab. This will display the changes made to Send, On Track, and Tier fields.



Date	Time	Last Name	First	Middle	Field	Old Value	New Value
01/26/2026	3:31 pm	Avilezscr	Angela	A	Override: Tier	Yes (4)	Yes (1)
01/08/2026	1:46 pm	Avilezscr	Angela	A	Override: Tier	No	Yes (4)

The Student Profile > General > Profile contains the Graduation Date field which is used in the data submission to OHE. This should be entered for all students participating in the program. The field can be manually maintained in the individual Student Profile.



Grade/Grad Yr	GLO
12 2026	
Advance: No	Retain: No
NY Grad Year: 2026	Graduated: No
Grad Req Base Yr: 2026	Graduation Date: 06/02/2026

This can also be mass updated with the Student Graduation Date Mass Create/Change Utility located in Students > Setup > Utilities. In the utility you can range for students based on their current Grad Yr/Grade, Status, Graduation Status, and Retained Status. The utility will allow you to update the Graduation Date and update the Graduation Status field. For the purposes of the Direct Admissions Program, students should have a date entered, but the status would not yet be changed.

Student Graduation Date Mass Create/Change

This will process all students who fall within the following ranges.
If a student falls within the ranges the following will take place:
-The student's Graduation Date will be changed to the month and day entered.
-The Year in the Graduation Date will be determined using the Student's Grad Year.

[Run](#)
[Back](#)

Range Parameters

Low High

Default Entity: 0012 0012

Grad Yr/Grade: 2026 12 2026 12

Status: ☒ Active ☐ Inactive ☐ Both

NY Status: ☐ Active ☐ Inactive ☒ Both

Graduated: ☐ Yes ☒ No ☐ Both

Retained: ☐ Yes ☐ No ☒ Both

Edit Options

☐ Clear Graduation Month/Day.
☒ Set Graduation Month/Day to:

Month: 6 Day: 2

Student Graduated: Leave As Is

☐ Overwrite existing dates

Family/Student Access

From Family Access and Student Access, respectively, guardians and students can be provided with the ability to review and even update their preference to have the student participate in the Direct Admissions Minnesota program.



Family Access

All Students

[Visit Monticore](#) [Examples](#) [My Account](#) [Contact Us](#) [Email History](#) [Exit](#)

Direct Admissions Minnesota

Ernie (Entity (400) Grades 9 to 12)

ELECTRONIC FERPA Statement

Opt-Out/In Form for Direct Admissions Minnesota

Dear Parent/Guardian:

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For further information on Direct Admissions Minnesota please see the following FAQ <https://www.ohs.state.mn.us/mPg.cfm?pageID=2484>

☒ I would like to participate in the Direct Admissions Minnesota program

Home

Ethnicity/Race

Calendar

Gradebook

Attendance

Student Info

Food Service

Schedule

Fee Management

Activities

Academic History

Direct Admissions Minnesota

Portfolio

Health Info

Login History

The Electronic FERPA statement displays based on your school's preferences and will only be shown for those students who are eligible to participate based on your district settings. If Direct Admissions Minnesota is not available for all students that fall within the family, you will see a message indicating that.

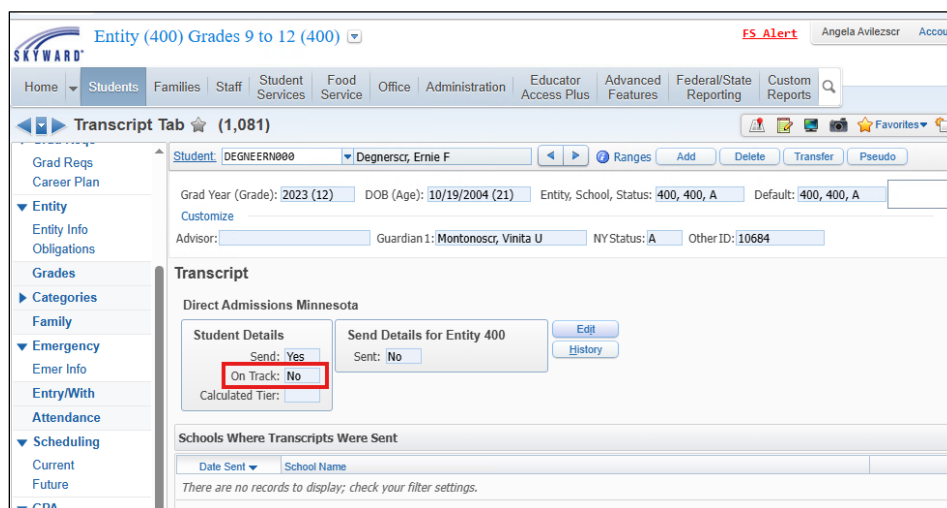
The checkbox next to the statement, "I would like to participate in the Direct Admissions Minnesota program," defaults according to your school's preference. When **checked**, it indicates the student is participating in the Direct Admissions Minnesota program, and their qualifying information will be sent to the OHE. When **unchecked**, it signifies the student is not participating in the program, and no qualifying information will be sent to the OHE.

Once the appropriate update is made to the checkbox, the value is automatically saved, and the student or guardian is notified that their update has been made.

Academic Review

On Track to Graduate Student Profile

Now that students/guardians have been able to opt in, you will need to continue to do the academic review and ensure that students are meeting the criteria set forth by the Minnesota Office of Higher Education and determine which tier they fall into. To help with this, we have added an On Track to Graduate flag to the student profile. You will locate this by navigating to Office > Students > Student > Student Profile > Transcript:



The screenshot shows the Skyward interface for a student profile. The left sidebar contains navigation links: Grad Reqs, Career Plan, Entity, Entity Info, Obligations, Grades, Categories, Family, Emergency, Emer Info, Entry/With, Attendance, Scheduling, Current, Future, and GPA. The main content area is titled 'Transcript Tab (1,081)' and shows details for student 'DEGNERN000' (Degnerscr, Ernie F). The 'Transcript' section includes a 'Direct Admissions Minnesota' section with a 'Student Details' box. In this box, the 'On Track' checkbox is highlighted with a red box and is currently unchecked. Other fields include 'Send: Yes', 'Send: No', 'Calculated Tier', and 'Send Details for Entity 400'. Below this is a table for 'Schools Where Transcripts Were Sent' with columns for 'Date Sent' and 'School Name'. The table is currently empty, with a message: 'There are no records to display; check your filter settings.'

A student is 'on track to graduate' if they are going to complete the credits associated with the MN State Graduation Requirements plan.

Coursework Requirement Areas (160)

Views: General Filters: *Active Plans

Graduation Plan	Diploma Type	Level	Year Low	Year High	Credits	Students
HS Grad Plan	Minnesota State Graduation Requirements	2-District	2008	9999	23.000	
Minnesota State Graduation Requirements	Minnesota State Graduation Requirements	1-State	2010	9999	21.500	

▼ Minnesota State Graduation Requirements Details History Print This Graduation Plan

Grad Year: 2023 - 12

Coursework Requirement Area	Required Credit	Code	Grad Years	Level
▶ H Total	21.500	TOTAL	2010-9999	State
▶ H Language Arts	4.000	LNGART	2010-9999	State
▶ H Mathematics	3.000	MATH	2010-9999	State
▶ H Arts	1.000	ARTS	2010-9999	State
▶ H Science	3.000	SCI	2010-9999	State
▶ H Social Studies	3.500	SOCSTU	2010-9999	State
▶ H General Electives	7.000		2010-9999	State

Course Groups

Rather than tracking going through and flagging students manually based on these requirements we have created a utility to calculate those students who are on track to graduate and update the field mentioned above. To run this utility, you will need to set up Course Groups, so the utility knows which courses align with a particular academic subject. To set up course groups navigate to Web Student Management > Office > Current Scheduling > Build Course Master > Codes > Course Groups (WS\OF\CS\BC\PS\CO\CG).

Course Groups - Entity 400 - WS\OF\CS\BC\PS\CO\CG - 29852 - 05.25.10.00.08 - Google Chrome

Not secure skydevapp03/scripts11/cgiip.exe/WService=62036web/sgradbws194.w?isPopup=true

Course Groups (92)

Course Groups Selection

Code	Short Description	Long Description	Status
▶ MA	Math	MN Graduation Math	A

Buttons: Add, Edit, Delete, Back

Course Groups - Entity 400 - WS\OF\CS\BC\PS\CO\CG - 2...

Not secure skydevapp03/scripts11/cgiip.exe/WService=62036web/...

Course Groups (90)

Course Group Codes

* Code: ENG

* Short Description: English

* Long Description: MN Graduation English

Status: ☒ Active ☐ Inactive

Buttons: Save, Back

There are three different ways to add courses to your course groups once they are created:

1. Individually add Course Groups at the course level.
2. Mass Add Course Groups to a range of courses.
3. Add Course Groups via your Curriculum Master.

****Note:** You will need to make sure that courses from previous school years are added to course groups so that your Seniors have all their courses accounted for when this utility is run. This is a one-time setup and once your courses are added they will clone forward year to year.

Individual Course Group Add

Adding courses to your course group individually can be found by going directly through your Course Master. Web Student Management > Office > Current Scheduling > Build Course Master > Course Master > Edit Course (WS\OF\CS\BC\CM\CM).

Edit Course

Entity: 400 Northfield High School School Year: 2023-24 Curriculum: 255 (000) MATH APPS I

* Course Key: 255 * Short Description: MATH APPS I * Long Description: MATH APPLICATIONS I

General Properties

Course Length Set: YR - YEAR LONG
 Grade Set: YEAR LONG
 Course Status: Active
 Elective/Required: Required
 Category: Regular
 Schedule Type: Normal
 Scheduling Priority: 0 - Lowest Priority
 Grading System: Average
 Grading Type: Graded
 Team Sched Priority: 0 - No Priority
 Transcript GLO: ☐ Include Tran GLO in GPA
 Website Address:
 Website Display:
 Course Credit Basis:

Subject: MAT MATH
 Type:
 Department: MAT MATH
 Activity Link:
 CHE Code:
 Report Card:
 Lock Group:
 Current Requests: 0
 Maximum Seats Available: 0
 Estimated Nbr of Sections: 1
 Actual Nbr of Sections: 0

* Grade Ranges: 09 - 12
 Fees: \$0.00
 Academic Hours: 1.000
 Earned Credits: 1.000

☒ Available To Online Scheduling
☐ Prohibit Student from Dropping
☒ Core Academic Subject
☒ Grade Course
☒ Keep Attendance
☐ Repeatable For Credit
☐ Locked to Scheduler
☐ Self-Contained Course
☒ Allow Teacher Conferences
☐ Default Course for Career Plan

Note:

Maximum characters: 200, Remaining characters: 200

Normal * GPA Set 1: 1 NON WEIGHTED GPA Credits 1: 1.000 ☐ Allow GPA Set Override At Section Level
 * GPA Set 2: 1 NON WEIGHTED GPA Credits 2: 0.000

Cross-Entity Course Enrollment Information

Normal
 Entity: Course:

Qualifications Add a Qualification

Position Description	Position	Subject Description	Subject
No Qualifications Selected			

Course Group(s) Add Course Group

Code	Description
No Course Group Selected	

Course Groups Selection (97)

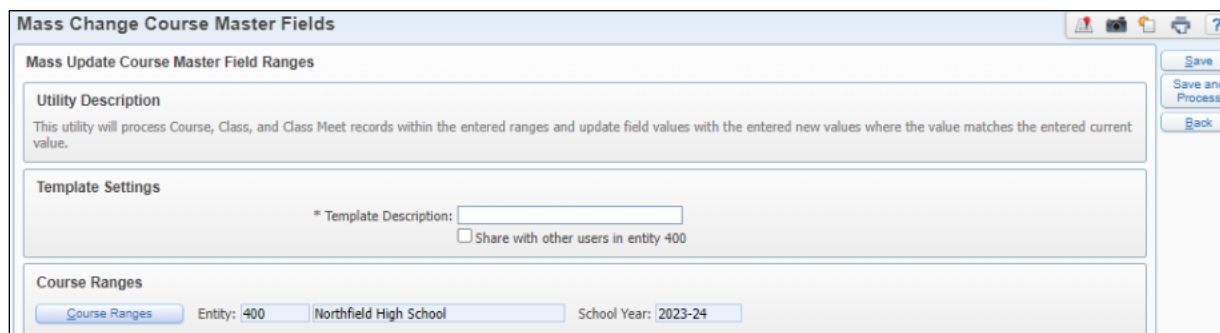
Course Groups Selection

Add	Code	Short Description	Long Description	Status
☐	ENG	English	MN Graduation English	A
☒	MA	Math	MN Graduation Math	A

Select
 Add
 Edit
 Delete
 Back
 Select All
 Unselect All

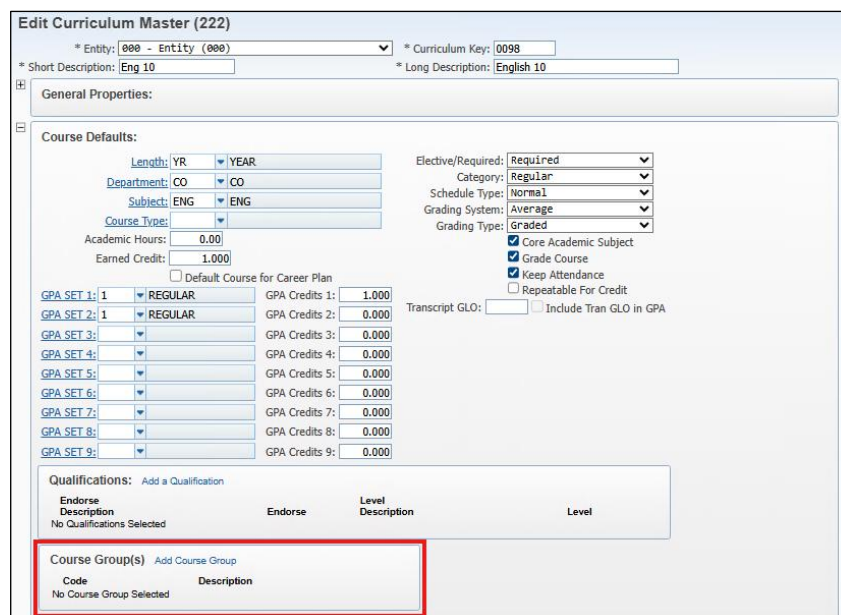
Mass Add Course Groups based on Course Range

To Mass Add your course groups, you would use the Mass Change Course Master Utility to set the course groups by selecting your course ranges and then adding the course groups to the courses that fall within that range. Web Student Management > Office > Current Scheduling > Build Course Master > Utilities > Mass Change Course Master Fields (WS\OF\CS\BC\PS\UT\MC).



Add Course Groups from the Curriculum

To add courses to your Course Groups from the Curriculum level you would go to Web Student Management > Office > Current Scheduling > Build Course Master > Curriculum Master > Edit (WS\OF\CS\BC\CU).



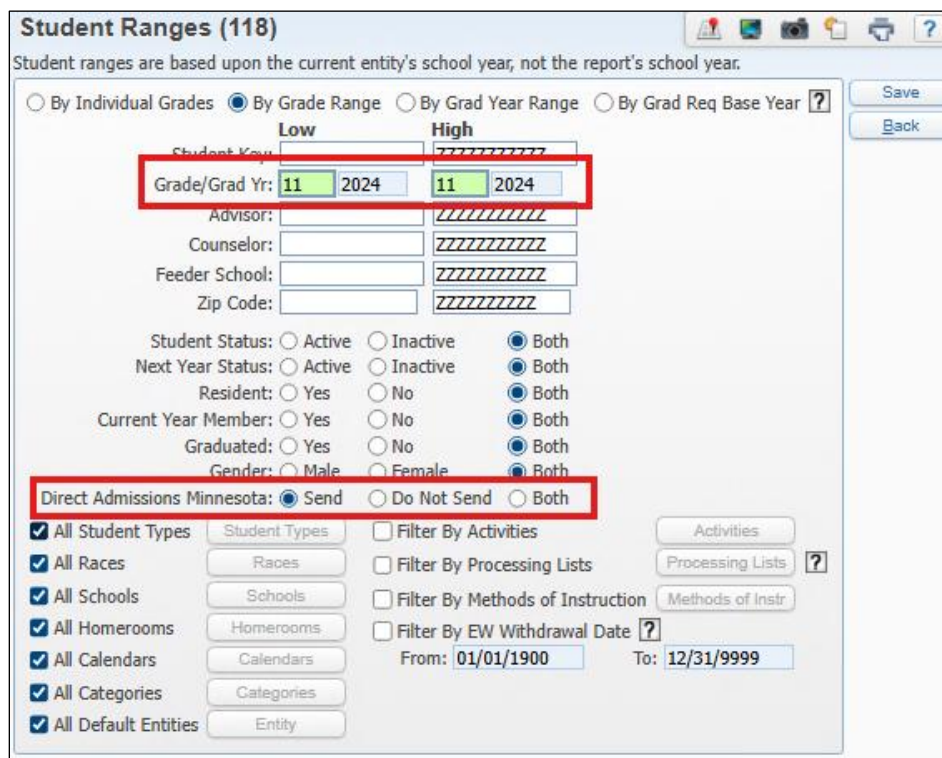
Once you add the Course Group to the curriculum, you must copy the Course Group to all the courses that exist within the curriculum. You do this by using the Mass Copy Curriculum Master Information Utility. Web Student Management > Office > Curriculum & Assessment > Curriculum > Utilities > Mass Copy Curriculum Master Information (WS\OF\CA\CM\PS\UT\CC).

On Track to Graduate Utility

Now that you have your course groups set up, you will use them when running the MN On-Track Calculation Utility. This utility will take the courses that students have achieved that fall within the course groups selected and calculate if the student has met the criteria or not. *Remember, students are seniors this year, so set the credits required to graduate as the number of credits that they are supposed to have at this point in their high school career, not the total number of credits needed to graduate following their senior year.*

Depending on whether the student has or has not met the criteria, it will automatically update the On Track to Graduate Flag on the student profile. There is the option to override this flag if needed by navigating to the Student Profile > GPA > Transcript, if the override option is used, it will not be impacted by this utility. To find this utility, navigate to Web Student Management > Office > Grading > Transcripts > Product Setup > Utility > Direct Admissions MN On-Track Calculation (WS\OF\GR\TR\PS\UT\OT).

In student ranges you will need to identify the 12th grade students and then select the Direct Admissions Minnesota send option. This ensures that you are running the transcripts for the correct grouping of participating students.



Student Ranges (118)

Student ranges are based upon the current entity's school year, not the report's school year.

☐ By Individual Grades
 ☒ By Grade Range
 ☐ By Grad Year Range
 ☐ By Grad Req Base Year

Low: Grade/Grad Yr: 11 2024
 High: 11 2024

Advisor:
 Counselor:
 Feeder School:
 Zip Code:

Student Status: ☐ Active ☐ Inactive ☒ Both
 Next Year Status: ☐ Active ☐ Inactive ☒ Both
 Resident: ☐ Yes ☐ No ☒ Both
 Current Year Member: ☐ Yes ☐ No ☒ Both
 Graduated: ☐ Yes ☐ No ☒ Both
 Gender: ☐ Male ☐ Female ☒ Both

Direct Admissions Minnesota: ☒ Send ☐ Do Not Send ☐ Both

☒ All Student Types ☐ Filter By Activities
☒ All Races ☐ Filter By Processing Lists
☒ All Schools ☐ Filter By Methods of Instruction
☒ All Homerooms ☐ Filter By EW Withdrawal Date
☒ All Calendars ☐ From: 01/01/1900 To: 12/31/9999
☒ All Categories
☒ All Default Entities

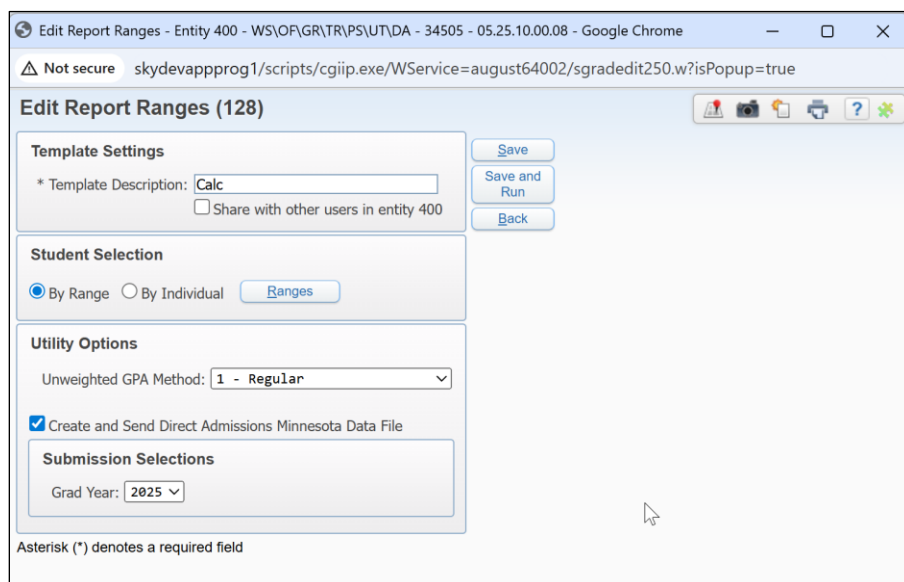
After you run the utility, it generates the Calculate Direct Admissions MN On-Track Status Report. This report will display which students are on-track and which are not, in addition to a breakdown of all the On-Track requirements that were set up within the utility ranges.

[Return to Table of contents](#)

You will review this report and cross reference the students who are listed as 'Met No'. If these students are in fact on track to graduate, you can choose to go and override the On Track to Graduate flag by navigating to the Student Profile > GPA > Transcript. Or you can update the On-Track Requirements Credits and run the utility again.

Direct Admissions Tier Utility

The next step is to calculate the tiers that students fall into which determines the universities and colleges they will be admitted to. To accomplish this, you will need to run the Direct Admissions Tier Calculation Utility. This utility is located in Web Student Management > Office > Grading > Transcripts > Product Setup > Utility > Direct Admissions MN Tier Calculation (WS\OF\GR\TR\PS\UT\DA).



The Academic Tier is determined by the student's Unweighted Cumulative GPA.

Academic Tier	Unweighted Cumulative GPA (4.0 scale)
1	Less than 2.50
2	2.50 – 2.74
3	2.75 – 2.99
4	3.00 – 3.49
5	3.50+
Total	All

The report can be run without checking the option to 'Create and Send Direct Admissions Minnesota Data File.' You would do this if you were interested in seeing where students fall into tiers, prior to sending the information to the OHE.

Running this utility will generate a report with the Tier Calculation as well as updating the Student Profile > Transcript Tab with the Calculated Tier. If the district determines a different Tier should be sent for the student other than the calculated value, they can Edit and check the option to Override before manually entering the desired Tier.

Transcript

Direct Admissions Minnesota

Student Details

Send: ☐ Yes

On Track: ☐ No

Calculated Tier: Override:

Send Details for Entity 400

Sent: ☐ No

If you do wish to generate and send the data file all students within the ranges will be processed. The reports will identify which students will be sent and those that will not be sent. The students who will not be sent will have a reason given.

1dadmituti102.p 08-4
05.25.10.00.09
Entity (400) Grades 9 to 12
Calculate Direct Admissions MN Tier
01/12/26
Page:2
2:24 PM

The following students will not be included in the submission file for Direct Admissions Minnesota

Student Key	Student Name	Reason
ABBSSNIC000	Nickolas Z. Abbsscr	Student was already sent with same Tier and GPA

***** End of report *****

1dadmituti102.p 08-4
05.25.10.00.09
Entity (400) Grades 9 to 12
Calculate Direct Admissions MN Tier
01/12/26
Page:2
2:25 PM

The following students will not be included in the submission file for Direct Admissions Minnesota

Student Key	Student Name	Reason
ABBSSNIC000	Nickolas Z. Abbsscr	Student is not on track for Direct Admissions Minnesota

***** End of report *****

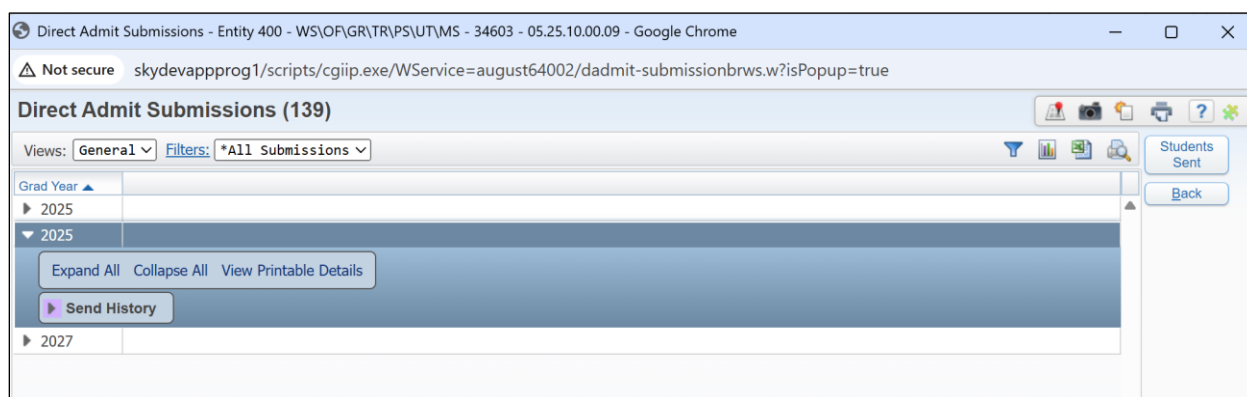
1dadmituti102.p 08-4
05.25.10.00.09
Entity (400) Grades 9 to 12
Calculate Direct Admissions MN Tier
01/05/26
Page:1
1:18 PM

No students were included in the submission. File was not created and sent

Submissions Browse

The Direct Admissions Submissions Browse can be found in Web Student Management > Office > Grading > Transcripts > Product Setup > Configuration > Direct Admissions Minnesota Submissions (WS\OF\GR\TR\PS\CF\DS).

If there are sends available in the Send History for the Grad Year, you can expand to see this. You can also select "View All Students Sent" on the right of the browse to see the individuals included in the submission.



Reporting

You can generate reports when running Direct Admissions Utilities; however, in addition to these reports we've also added Direct Admissions fields to data mining. You can find data mining by navigating to Web Student Management > Student > Students > Data Mining (WS/ST/DM) and for Field Areas go to Transcript and then Direct Admission.

Please pull and cross reference any/all students who are not on track to graduate and make sure that they are truly not on track so that they receive a tier and a letter with the colleges they are directly admitted to.

