

## **Directions for Tracking the Completion of the Civics Test**

### If you are a PowerSchool User

A date field named, Civics Test, has been created in PowerSchool. This field will accept the date (mm/dd/yyyy) the student has completed the Civics Test. Admin users of PowerSchool will enter in the date the student has completed the Civics Test. The civics test field will be located on the State/Province ND screen on the Fall/Spring Membership tab. The label will be Date Civics Test Passed. The date will be uploaded into the SLDS and then displayed on the eTranscript. The date will also be pulled in the header of the transcript within PowerSchool.

### If you are using an electronic Student Information System other than PowerSchool

It is recommended that you create a custom date field named, Civics Test within your student data. The field should accept the date (mm/dd/yyyy) the student has completed the Civics Test. Admin users of your SIS would enter in the date the student has completed the Civics Test.