graduation-plan-change

Table of Contents

Graduation Plan > Maintenance > Student > Individual Maintenance

Select a student

❑ To retrieve a student's records, select the student in one of the following ways:

Student	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Stu ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* the characters you typed. TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523) If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.
Directory	Click to select a student from the Directory.

(photo)	If a photo exists for the student, the student photo is displayed. From Registration > Maintenance > Student Enrollment, you can change the student photo: 1. Hover over the image, and click **Change**. The Change Student Photo window opens. 2. Click **Choose File**. Locate and open the file for the new image. 3. Click **Save**. The window closes, and the new image is displayed. Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.

The student's name, current grade level, 9th grade entry date, and cohort year are displayed.

❏ If the student already has a plan assigned, the **Change Plan** button is displayed instead of the **Add Plan** button. Click **Change Plan**.

A window opens allowing you to change the student's plan.

> **NOTE:** Using the **Change Plan** button only changes the name of the plan assigned to the student. It is still necessary to remove the individual courses. In most cases, it is recommended that you delete and add the plan instead.

❏ Under **Grad Plan**, select the plan to assign to the student.

The plan listed on the right is the plan currently assigned to the student.

❏ Click **Execute** to assign the graduation plan to the student.

❏ You are prompted to confirm that you want to make the change.
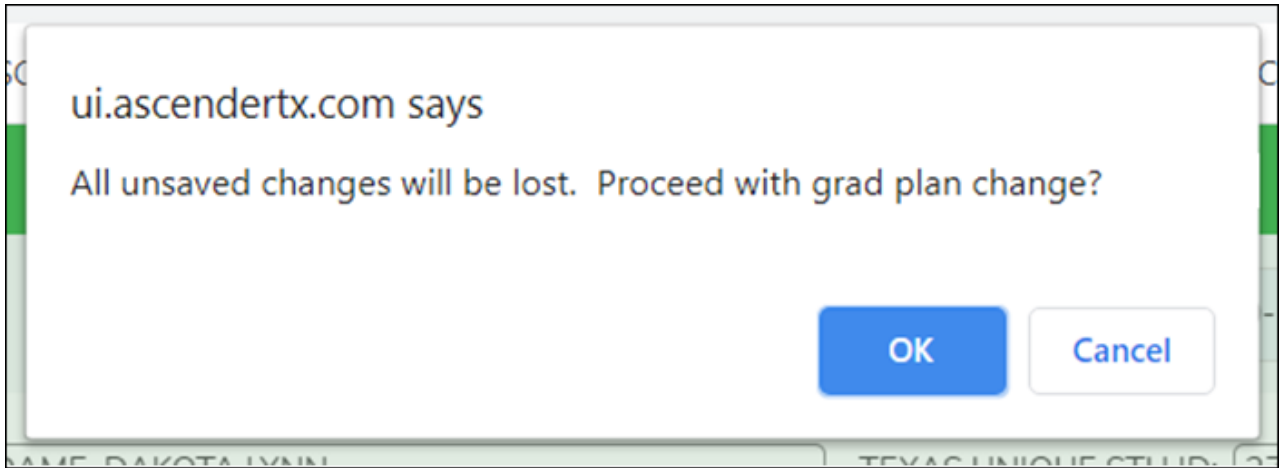
❏ Click **OK**.

The Grad Plan Assignment Summary report opens in a new window, which provides a list of graduation plan changes and default assignments that occurred as a result of assigning a graduation plan to the student(s) for the first time.

```
Date Run:  [redacted]           Grad Plan Assignment Summary
Cnty-Dist:  001-901             001 [redacted]                Page:  1  of 1
Campus:    001                  School Year: [redacted]


Student:  016988 - Adams, Jarrett John        Grade Level:  10

Previous Grad Plan:                           New Grad Plan:
none                                          FPPSLPSCSC - Law,PubSaf,Corr,& Security
```

Course Assignments

Course Number	Course Title	Credits	Service ID
45010000	Economics	0.5	03310300
88050000	ForensicSci	1.0	13029500
13010000	Eng 3	1.0	03220300
23010000	Algebra 2	1.0	03100600
43010000	US Hist EOC	1.0	03340100
88080000	Practicum Law	2.0	13030100
14010000	Eng 4	1.0	03220400
34010000	Physics	1.0	03050000
44010000	Government	0.5	03330100
24740000	Adv Quan Reas	1.0	03102510

Subject Changes

Course Number	Course Title	Message
1800	Reading 1	FROM SUBJ: ENGL to ELEC for Sec: 03 Sem: 1 Sch Yr: 2018 Campus: 001
1800	Reading 1	FROM SUBJ: ENGL to ELEC for Sec: 08 Sem: 1 Sch Yr: 2018 Campus: 001
1800	Reading 1	FROM SUBJ: ENGL to ELEC for Sec: 08 Sem: 2 Sch Yr: 2018 Campus: 001
8901	PrinHlthSci	FROM SUBJ: VOED to ELEC for Sec: 02 Sem: 1 Sch Yr: 2018 Campus: 001
8901	PrinHlthSci	FROM SUBJ: VOED to ELEC for Sec: 02 Sem: 2 Sch Yr: 2018 Campus: 001
8802	Law Enforce 1	FROM SUBJ: VOED to ELEC for Sec: 03 Sem: 1 Sch Yr: 2019 Campus: 001
8802	Law Enforce 1	FROM SUBJ: VOED to ELEC for Sec: 03 Sem: 2 Sch Yr: 2019 Campus: 001
8802	Law Enforce 1	FROM SUBJ: VOED to ELEC for Sec: 03 Sem: 3 Sch Yr: 2019 Campus: 001
8802	Law Enforce 1	FROM SUBJ: VOED to ELEC for Sec: 03 Sem: 4 Sch Yr: 2019 Campus: 001

• The **Previous Grad Plan** field displays the code for the previous graduation plan, if it exists. Otherwise, the field displays "none."

• The **New Grad Plan** field displays the code for the new graduation plan.

• If any courses were added, they are listed, including the course number, course title, credits, and service ID. Otherwise, assignment exceptions will indicate why courses were not added.

• When you change a student's graduation plan, the course subject areas (i.e., grad plan use codes) are automatically reassigned in the student's graduation plan. Any courses the student has already taken, is currently taking, or is scheduled to take next year will have the grad plan use code adjusted if necessary so courses appear under the correct subject area on the graduation plan. (**NOTE:** If a course is already set to at least one applicable subject area in the new graduation plan, the course's subject area will not be changed.)

[View, print, or save the report.](#)

Review the report using the following buttons:

Click to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.

Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

NOTE:

• Graduation plan courses in progress, requested/scheduled, or completed are not assigned.

• If a student has at least one scheduling record, graduation plan courses for the scheduling grade level are not assigned.

Back Cover