



# **grad\_plan\_requirements\_body**



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<b>Graduation Plans</b>	Select a graduation plan. The list is established on <a href="#">Maintenance &gt; District &gt; Tables &gt; Graduation Plans</a> .
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Click **Retrieve**.

<b>Graduation Plans</b>	The PEIMS graduation type code and description associated with the selected plan is displayed.
<b>Total Plan Credits</b>	The number of credits required for the selected plan is displayed, which is the sum of the <b>Total Subject Credits Required</b> field for all subjects. The number will change as data in the <b>Total Subject Credits Required</b> field changes, but you cannot manually change the number.

A tab is displayed for each subject. Click the tab for the subject you want to update.

<b>(search)</b>	<p>Search the current year Scheduling master schedule for the course(s) you want to add as course requirements for the selected graduation plan and subject. The selected courses will determine what a student will be able to request in ASCENDER StudentPortal.</p> <ol style="list-style-type: none"> <li>1. Select the field by which you want to search for courses. You can search by course number, title, service ID, or service ID type. (Service ID type is the four-character code associated with the service ID.)</li> <li>2. In the search field, type all or part of the search phrase.</li> <li>3. Click <b>Retrieve</b>.</li> </ol> <p>Courses that <i>begin with</i> the characters or numbers you typed are listed in the left grid.</p>
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<b>Scheduling District Courses (left grid)</b>	<p>The search retrieves only graded high-school-level courses from the Scheduling master schedule (i.e., courses for which <b>Credit Level</b> is H on <a href="#">Scheduling &gt; Maintenance &gt; Master Schedule &gt; District &gt; Courses</a>, and <b>Graded Crs</b> is selected on <a href="#">Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; District Schedule</a>).</p> <p>The local course number, course title, service ID, and credits are displayed for each course.</p> <p>Select the course(s) you want to add as course requirements for the selected graduation plan:</p> <p>Double-click a course in the left grid. Or, drag the course from the left grid to the right grid.</p> <p>The selected courses are displayed in the <b>Grad Plan Courses</b> (right) grid and appear dimmed in the left grid. A course can be added in multiple subjects, but you cannot add the same course for multiple grade levels in the same subject.</p> <p>A course can be used in more than one subject, but it can only be marked as a default course in one of the subjects. For example, CTE Floral Design can be a graduation plan course in CareerTech and in Fine Arts, but it can only be the default in one of the subjects.</p> <p>A course cannot be designated as a default course in multiple subjects. However, a student can always elect to take a course designated for one grade level as part of a different grade level, as long as the student has not already earned credit for the course, or is not currently taking or scheduled to take the course.</p>
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<b>Grad Plan Courses (right grid)</b>	<p>Any existing course requirements for the selected graduation plan are displayed.</p> <p>The local course number, course title, and service ID are displayed for each course.</p> <p><a href="#">The list can be re-sorted.</a></p> <p>You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.</p> <p>A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.</p>	
	<b>Credit</b>	<p>The number of credits that will be awarded to the student who successfully completes the course is displayed.</p>
	<b>Meets State Req</b>	<p>Select if the course meets the state requirements for the subject for the plan. A course may meet the requirements even if it is not a default course. For example, English I may be the default course for 9th grade; however, English I - Pre-AP also meets the requirements for the plan.</p>
	<b>Default</b>	<p>Select if the course is a default course for the grade level (e.g., English I for 9th grade). The default course will automatically be assigned to the student when the graduation plan is initially assigned, but it can be adjusted as needed.</p> <p><b>NOTE:</b> You cannot have more total <b>Default</b> courses than the <b>Total Subject Credit Required</b> field indicates.</p>
	<b>Grade Level</b>	<p>Select the high-school grade level for which you are establishing course and credit requirements within the subject area.</p> <p>The grade level is not required for elective courses; it is required for all other courses.</p>
	<b>Total Subject Default Credits</b>	<p>A tally of the credits for all courses marked <b>Default</b> for the subject is displayed at the bottom of the grid.</p> <p>The number may not match the number of credits required for the subject.</p> <p>The total is for the subject, not the grade level.</p>
		<p><a href="#">Remove a course from the course requirements for the graduation plan and grade level.</a></p> <ol style="list-style-type: none"> <li>Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.</li> <li>Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>You cannot remove a course that has been assigned to a student's graduation plan. The course must first be removed from the student's plan.</p>
	<p><b>NOTE:</b> The Grad Plan Course Change utility also deletes the course from the district and any associated student graduation plans.</p>	

Click **Save**.



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