

grad_plan_utility_course_change_body

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Grad Plan	Select the graduation plan to be changed at the district level and in the plans of all students assigned to the graduation plan. The PEIMS graduation type description is also displayed.	
Subject Area	Select the subject area in which the change is occurring.	
Number	Select the course number to be changed. The field is populated with the courses from the selected subject as defined in the district-level graduation plan on Maintenance > District > Graduation Requirements. The course title, service ID, and number of credits are displayed for the selected course, as well as data from the Graduation Requirements page.	
Change or Delete	**Change**	If selected, you must specify the new course to replace the old course. Additional fields are displayed under **Select the new course to replace the current course**.
		Number: Type the four-digit course number you want to change, or click ⋮ to select the course. The course title, service ID, and number of credits are displayed for the selected course.
		Meets Requirement: 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.
		Default: 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. **NOTE:** You cannot have more total **Default** courses than the **Total *Subject* Credit Required** field indicates.
	Delete	If selected, the course is deleted from the graduation plan at the district level as well as the graduation plans of all students assigned to the graduation plan. This change is also made for all students who were ever initially assigned to a graduation plan in which this course was added as a default.

❑ Click **Execute**.

You are prompted to confirm that you want to make the change.

❑ Click **OK**.

A summary report is displayed, and any exceptions are indicated.

View, print, or save the report.

Review the report using the following buttons:

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


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