



Performance Acknowledgment

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Graduation Plan > Maintenance > Student > Individual Maintenance > Performance Acknowledgement

This tab allows you to view and edit a student's performance acknowledgment data, including College Board AP/IB examinations, national and international business or industry certifications (read-only), college readiness assessments (read-only), bilingualism/biliteracy, and dual credit. For information about performance acknowledgments, see the Texas Education Code §28.025(c-5).

You can also change a student's graduation plan and move courses from the student's graduation plan to course requests in Scheduling.

Update data:

[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 <i>begins with</i> 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 Student ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed. 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.
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- The student's name, current grade level, 9th grade entry date, and cohort year are displayed.
- If multiple records exist for the student due to a grade level or status change, the most recent record is displayed.

Field	Description
PGP Acknowledgement	Type the dates for the student, parent/guardian and counselor signatures, or click  to select a date.

Click **Save**.

Other functions and features:

Move to Request	Move the student's graduation plan next year courses to Scheduling course request. ☐ Click Move to Request to move the student's graduation plan next year courses to Scheduling course requests for the upcoming school year. You are prompted to confirm that you want to move requests to Scheduling. ☐ Click OK. • A student with record status 1 (<i>currently enrolled at this campus</i>) is changed to record status 2 (<i>currently enrolled at this campus, will return next year</i>). • A report is generated when the process is completed which indicates that all available courses moved, or lists any courses that did not move. IMPORTANT: Once graduation plan courses are moved to course requests, all maintenance on the next year courses must occur in Scheduling. You will no longer see the graduation plan courses for the next year grade level. The data will be displayed with the credit summary information.
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Add/Change Plan**Assign a plan to a student or change plans.**

☐ Click **Add Plan** to assign a graduation plan for the student.

☐ Or, click **Change Plan**. If the student already has a plan assigned, the **Change Plan** button is displayed instead of the **Add Plan** button.

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

☐ Under **Grad Plan**, select the plan to assign 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.

- 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.

Print Credit Detail	Generate a report of the data displayed on the page, including any unsaved data. 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.
PGP	Print the student's personal graduation plan. 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. This is the same report as Reports > SGP1000 - Student Personal Graduation Plan.



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