



Personal Graduation Plan (PGP)

Table of Contents

Personal Graduation Plan (PGP) 1

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Graduation Plan > Maintenance > Student > Individual Maintenance > PGP

This page allows you to view and maintain a student's personal graduation plan (PGP).

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

These fields are only entered on this tab for students who have a graduation plan. For all other students, these fields are entered on [Registration > Maintenance > Student > Demo3](#).

This tab is not enabled until you retrieve a student who has a graduation plan assigned. (Graduation plans can be assigned using [Utilities > Grad Plan Assignment > By Individual](#) (or [By Group](#)).)

For students with a graduation plan, data can be updated for the current or prior school year. Students who are enrolled during the current school year can only be updated for the current school year. Students who were last enrolled in the prior school year can be updated in the prior school year.

Update data:

[Select a student](#)

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

Student	<p>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.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
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<p>Texas Unique Student ID</p>	<p>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.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>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.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
<p>Directory</p>	<p>Click to select a student from the Directory.</p>
<p>(photo)</p>	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 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. <p>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.</p>

- 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.

<p>Graduation Plan</p>	<p>The code and description of the graduation plan currently assigned to the student are displayed.</p>
<p>PEIMS Grad Type</p>	<p>The PEIMS graduation type code and description associated with the student's plan is displayed.</p>

<p>CPR Date Completed</p>	<p>Type the date on which the student met the Foundation High School Program (FHSP) requirement for cardiopulmonary resuscitation (CPR) instruction. You cannot enter a future date.</p>
<p>Speech Date Completed</p>	<p>Type the date on which the student met the Foundation High School Program (FHSP) requirement for speech instruction. You cannot enter a future date.</p>
<p>Peace Officer Interact Date Completed</p>	<p>Type the date on which the student met the requirement for instruction on how to interact with law enforcement, as mandated by Senate Bill 30. You cannot enter a future date.</p>

<p>Foundation</p>	<p>The credits necessary for the foundation high school program (FHSP) are displayed.</p> <p>Indicate if the student is pursuing, not participating, or has completed the FHSP program.</p> <p>TWEDS Data Element: FHSP-PARTICIPANT-CODE (E1541) (Code table: C199)</p> <table border="1" data-bbox="376 376 1473 584"> <tr> <td data-bbox="376 376 603 584"> <p>College Career Instruction</p> </td> <td data-bbox="603 376 1473 584"> <p>Select if the 7th or 8th grade student has received instruction in preparing for high school, college, and career, including information about the creation of a high school personal graduation plan, distinguished level of achievement, each endorsement, college readiness standards, and potential career choices and education needed to enter those careers.</p> </td> </tr> </table>	<p>College Career Instruction</p>	<p>Select if the 7th or 8th grade student has received instruction in preparing for high school, college, and career, including information about the creation of a high school personal graduation plan, distinguished level of achievement, each endorsement, college readiness standards, and potential career choices and education needed to enter those careers.</p>
<p>College Career Instruction</p>	<p>Select if the 7th or 8th grade student has received instruction in preparing for high school, college, and career, including information about the creation of a high school personal graduation plan, distinguished level of achievement, each endorsement, college readiness standards, and potential career choices and education needed to enter those careers.</p>		
<p>Endorsement</p>	<p>The credits necessary to earn an endorsement are displayed.</p>		
<p>Distinguished</p>	<p>The credits necessary to complete the distinguished level of achievement under the FHSP are displayed. Indicate if the student is pursuing, not participating, or has completed the program.</p> <p>TWEDS Data Element: FHSP-DISTING-LEVEL-ACHIEVE-INDICATOR-CODE (E1542) (Code table: C199)</p> <p>A student must first complete the Foundation coursework before you can select 2-Completed for Distinguished coursework.</p>		
<p>STAAR EOC Assmnts</p>	<p>The student's EOC Level for each assessment and scale scores for English 3 and Algebra 2 (from Test Scores), as well as the student's Cum GPA and Cum Rank (from Grade Reporting), are displayed.</p> <p>Individual Graduation Committee (IGC) Students: For IGC students, I is displayed for Level I in the for any EOC assessment where the student who did not pass with II, III, Approaches, Meets, or Masters, regardless of year assessment was taken.</p> <p>NOTES:</p> <p>A student is considered IGC if he has a record on his most recent enrollment year on Registration > Maintenance > Student Enrollment > Local Programs with the Local Program field set to a code that matches the Local Program for IGC Reporting code on State Reporting > Options (even if there is a withdrawal date in the most recent record). If there is no value specified in State Reporting, the program will look for code <i>IGC</i> in the Local Program field on Registration > Maintenance > Student Enrollment > Local Programs .</p> <p>If student has an End-of-Course Exception for a subject on Grade Reporting > Maintenance > Student > Individual Maint > EOC Exception, this will take precedence over IGC, with <i>ARD Met Standards</i> defaulting to I and <i>AAR Exempt</i> defaulting to N/A.</p> <p>Other than EOC Exception and IGC, subjects taken prior to 2017 will use I, II, III. Subjects taken 2017 and later will use DidNotMeet, Approaches, Meets, Masters.</p>		

Under **College Readiness:**

These fields facilitate monitoring student progress toward college readiness.

ACT	The highest composite, math, reading, and English scores are displayed.
SAT	The highest old test version combined, math, and reading scores and highest new test version math and evidence-based reading section scores are displayed.
TSIA	The student's highest Texas Success Initiative Assessment (TSIA) scores are displayed for math, reading, writing, TSI WritePlacer, and ABE Writing Diagnostics including blanks. If only one row exists, those scores are displayed (including blanks).
TSIA2	The student's highest Texas Success Initiative Assessment (TSIA) scores are displayed for math diagnostic, math, ELAR, WPI, and ABE Writing Diagnostics including blanks. If only one row exists, those scores are displayed (including blanks).

College Readiness

You can select up to four exams where the student has met the minimum score requirements (as listed below) and is therefore exempt from taking the Texas Success Initiative (TSI) exam. You must enter the exam date for each exam selected. You can only select an exam if the student received the minimum score.

- If you select at least one score that exempts the student from TSI, "TSI Exempt" is displayed next to the exam.
- If no exams have been selected, "TSI Required" is displayed.

Minimum score requirements:

- ACT: A composite score of 23 or greater, with an English score of 19 or greater and a Math score of 19 or greater.
 - GED ELAR: A minimum score of 165 on the Reasoning Through Language Arts (RLA) subject test shall be exempt for English Language Arts (ELAR).
 - GED Math: A minimum score on the Mathematical Reasoning subject test shall be exempt for mathematics.
 - HiSET ELAR: A minimum score of 15 on the Reading subtest and a minimum score of 15 on the Writing subtest, including a minimum score of 4 on the essay, shall be exempt for English Language Arts Reading (ELAR).
 - HiSET Math: A minimum score of 15 on the Mathematics subtest shall be exempt for mathematics.
 - SAT (old version): A combined score of 1070 or greater, with Reading and Math scores of 500 or greater.
 - SAT (new version): Evidence-Based Reading and Writing scores of 480 or greater, and Math Section score of 530 or greater with no combined score requirements.
 - STAAR EOC: English III score of 4000 or greater, and STAAR EOC Algebra II score of 4000 or greater.
 - TSIA (Texas Success Initiative Assessment): Student has passed the TSIA exam as follows:
 - Reading: a score in the range of 351-390 in the multiple-choice section.
 - Mathematics: a score in the range of 350-390 in the multiple-choice section.
 - Writing:
 - Placement Score of 340-390 in the multiple-choice section, and a score of 4 on the essay; or
 - Placement Score of 310-339 in the multiple-choice section, and a score of 4, 5, or 6 on the ABE Diagnostic section, and an essay score of 5 (you must meet all three).
 - TSIA2 (Texas Success Initiative Assessment): Student has passed the TSIA exam as follows:
 - TSIA2 Math
 - State Math Cut Scores of:
 - 950-990 or,
 - 910-949 with a Diagnostic Level of 6
 - TSIA2 ELAR
 - State ELAR Cut Scores of:
 - 945-990 with an Essay of 5-8 or,
 - 910-944 with a Diagnostic Level of 5-6 & an Essay of 5-8
 - TSIA2
 - TSIA2 Math and TSIA2 ELAR State Cut Scores are both met.
- NOTE:** Both English III and Algebra II exams must meet the minimum score to exempt the student from the TSI exam based solely on STAAR EOC.

For more information about TSI, see the Texas Education Code, §51.3062.

The following are also displayed but do not affect a student's TSI exemption:

ACT PLAN	The highest composite, math, reading, English, and science scores are displayed.
PSAT Old	The highest combined, math, and reading scores from PSAT assessments taken prior to October 2015 are displayed.
PSAT New	The highest combined, math, and reading scores from PSAT assessments taken October 2015 or later under the revised PSAT are displayed. This only applies to the PSAT 10 and PSAT/NMSQT exams. Results from PSAT 8/9 exams are not displayed.
PSAT Section Scores	The highest Math Section and Evidence-Based Reading and Writing Section Scores from PSAT assessments taken October 2015 or later are displayed.

Diagnostic Information	<p>Data is displayed according to the following fields:</p> <p>Dyslexia on Registration > Maintenance > Student Enrollment > Local Programs</p> <p>EB on Registration > Maintenance > Student Enrollment > Bil/ESL</p> <p>Migrant on Registration > Maintenance > Student Enrollment > Demo3</p> <p>G/T on Registration > Maintenance > Student Enrollment > G/T</p> <p>Special Education on Registration > Maintenance > Student Enrollment > SpecEd</p> <p>Retained on Registration > Maintenance > Student Enrollment > At Risk</p>	
Accelerated Learning Plan	Select up to five accelerated learning plans for the student. These are maintained on Maintenance > District > Tables > Accelerated Learning .	
Monitor Plan	Select up to 10 monitor plans for the student. These are maintained on Maintenance > District > Tables > Monitor Plan .	
Parent's Educational Expectation	Select up to three parent expectations for the student. These are maintained on Maintenance > District > Tables > Parent/Guardian Expectations .	
Financial Aid Application	Complete this section to record the student's Financial Aid application status and the application date the student completed the application or submitted an exception.	
	Status	Use the drop-down menu to select 01 or 02 to indicate the application status. FINANCIAL-AID-APPLICATION-CODE indicates the manner in which the student completed the graduation requirement of either submitting a financial aid application (FAFSA or TASFA) or submitting an exception.
	Met Date	Type the month and date in MM-YYYY format. FINANCIAL-AID-APPLICATION-REQUIREMENT-MET-DATE indicates the month and year that the student completed a financial aid application (FAFSA or TASFA) or submitted an exception.

Endorsements	<p>Indicate if the student is pursuing, not participating, or has completed each endorsement.</p> <p>TWEDS Data Elements: STEM-ENDORSEMENT-INDICATOR-CODE (E1544) PUBLIC-SERVICES-ENDORSEMENT-INDICATOR-CODE (E1546) BUSINESS-AND-INDUSTRY-ENDORSEMENT-INDICATOR-CODE (E1545) MULTI-DISCIPLINARY-STUDIES-ENDORSEMENT-INDICATOR-CODE (E1548) ARTS-AND-HUMANITIES-ENDORSEMENT-INDICATOR-CODE (E1547) Code table: C199</p> <table border="1" data-bbox="432 479 1477 562"> <tr> <td data-bbox="432 479 679 562">Date Completed</td> <td data-bbox="684 479 1477 562">If completed, type the date of completion, or click  to select a date.</td> </tr> </table>	Date Completed	If completed, type the date of completion, or click  to select a date.
Date Completed	If completed, type the date of completion, or click  to select a date.		
PGP Acknowledgement	Type the dates for the student, parent/guardian and counselor signatures, or click  to select a date.		

Click **Save**.

Under **Industry Based Certification**

Click **+Add** to add a new row.

Certification	<p>Indicate a credential or certification earned by the student.</p> <p>TWEDS Data Element: POST-SECONDARY-CERTIFICATION-LICENSURE-CODE (E1640) (Code Table: 214)</p>
Date Taken	Type the date of completion, or click  to select the date from a calendar.
Result	<p>Use the drop-down menu to select the result code.</p> <p>TWEDS Data Element: POST-SECONDARY-CERTIFICATION-LICENSURE-RESULT (E1733) (Code Table: C232) indicates the result of a state, nationally, or internationally recognized industry-based certification exam taken by a student.</p>
Exam Fee	<p>Enter the exam fee amount. This fee identifies the amount of money that was paid by the local education agency for a student's industry certification exam.</p> <p>NOTE: This field will be pre-populated if completed on the Credentials or Certification tab on Graduation Plan > Maintenance > District > Tables.</p> <p>TWEDS Data Element: IBC-EXAM-FEE-AMOUNT (E1654)</p>
Vendor Nbr	<p>Use the drop-down menu to select the vendor. This field identifies the organization or company that offered the service.</p> <p>NOTE: Previous year vendor numbers will be allowed even if not available in the current school year.</p> <p>NOTE: This field will be pre-populated if completed on the Credentials or Certification tab on Graduation Plan > Maintenance > District > Tables.</p> <p>TWEDS Data Element: IBC-VENDOR-CODE (E1655)</p>
Reimburse	Select this field if a prior or current LEA received the one-time allowed industry-based certification fee reimbursement for the student.

Enrolled	<p>Select this field if the student is enrolled at the time a certification exam was taken. Update in Graduation Plan and Registration.</p> <p>If selected the Industry Based Certification will extract to State Reporting for the appropriate PEIMS submission.</p>
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Other features and functions

Move to Request	<p><input type="checkbox"/> Click Move to Request to move the student's graduation plan next year courses to Scheduling course requests for the upcoming school year.</p> <p>You are prompted to confirm that you want to move requests to Scheduling.</p> <p><input type="checkbox"/> Click OK.</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
Print Credit Detail	<p>Generate a report of the data displayed on the page, including any unsaved data.</p> <p>Review the report using the following buttons:</p> <p>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.</p> <p>The report can be viewed and saved in various file formats.</p> <p>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.</p>

Add/Change Plan

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.

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.

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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.



Back Cover