

SGP0400 - Educational Planning Transcript

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This report provides a detailed view of a student's progress toward graduation, including the courses taken, in progress, scheduled, and part of the graduation plan. The data is similar to the data displayed on Maintenance > Student > Individual Maintenance > Credit Detail. The student's advanced measures, campuses awarding credit, cumulative GPA, rank, and college four-point average are also displayed.

A signature line can be printed.

The report can only be printed for students who have a graduation plan assigned.

- Courses that are not part of the graduation plan, as indicated by the service ID, are indicated with an exclamation point (!).
- P is displayed if the course is in progress.
- S is displayed if the course is requested/scheduled.
- G is displayed if the course is part of the graduation plan.

Notes about course placement

The program determines which subject areas to place courses under based on the following fields. If the information is not found in the first table, the program goes to the next:

- For the current and prior years:
  - **Grad Plan Use Cd** on Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint
  - **Grad Plan Use** on Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course
  - **Grad Plan Use** on Grade Reporting > Maintenance > Master Schedule > District Schedule
  - **AAR Use** on Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint
  - **AAR Use Cd** on Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section
  - **AAR Use** on Grade Reporting > Maintenance > Master Schedule > District Schedule
  - **Service ID** on Grade Reporting > Maintenance > Master Schedule > District Schedule
- For next year:
  - **Grad Plan Use Cd** on Scheduling > Maintenance > Student Schedules > Course Requests
  - **Grad Plan Use Cd** on Scheduling > Maintenance > Master Schedule > Campus > Sections
  - **Grad Plan Use Cd** on Scheduling > Maintenance > Master Schedule > District > Courses
  - **AAR Use** on Scheduling > Maintenance > Master Schedule > Campus > Sections
  - **AAR Use** on Scheduling > Maintenance > Master Schedule > District > Courses
  - **Service ID** on Scheduling > Maintenance > Master Schedule > District > Courses

Local service IDs will be accepted in the student's graduation plan.
NOTE: The first five digits must match the service ID in the district course table.

Parameter	Description
Campus ID	Type the three-digit campus ID, or click ⋮ to select the campus.
Current Grade Level (Blank for All)	Type the two-character grade level, click ⋮ to select the grade level, or leave blank to select all grade levels. Select the student's current year grade level.
Student IDs (Blank for All)	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click ⋮ to select the students. Leave blank to select all students.
Group Order (S=Subject Area, G=Grade Level)	*S* - Group the data in the **Subject - Credits Required** column by subject. *G* - Group the data in the **Grade Level - Sch Year** column by grade level.
Sort Order (A=Alpha, G=Alpha within Grade Level, P=Alpha within Graduation Plan)	*A* - Sort the report alphabetically. *G* - Sort the report by grade level and then alphabetically. *P* - Sort the report by graduation plan and then alphabetically.
Print Student Signature Line (Y, N)	Y - Print an instructor signature and date line. N - Do not print a signature and date line.
Include Withdrawn Students (Y, N)	Y - Include withdrawn students. N - Do not include withdrawn students.


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