By Group (Grad Plan Assignment)

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This utility assigns or changes the graduation plan for a group of students by grade level, and updates each student's **Graduation Type** field on Registration > Maintenance > Student Enrollment > Demo3. From the group, you can select to assign the plan to all or some students. When a student's plan is changed, the credit summary and credit detail calculations are compared against the district-level graduation plan requirements for the new graduation plan.

- No graduation plan courses are added, changed, or deleted for students who currently have a graduation plan assigned.

- No default courses for previous grade levels are assigned to the student. Default courses are only added if they are offered at the campus and not already in progress or requested by the student.

- 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.

- 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.)

Update data:

Grad Plan	Select the graduation plan you want to assign to one or more students. The description of the plan and the PEIMS graduation type description are displayed.
	This the plan *to which* you are changing students.
Grade Level	Select the current year grade level of the students to whom you are assigning the graduation plan.
Grad Plan	Select the graduation plan *currently assigned* to the students.
	No Plan - Retrieve only students who have a blank graduation plan field.
	All Students - Retrieve all students.

❑ Click **Retrieve**.

The student's name and grade level are displayed.

- If there are multiple pages, page through the list.

Current Grad Plan	If a graduation plan is currently assigned to the student, the code for the plan is displayed.
Status	The field indicates if the student is active or withdrawn.

❏ Select the students to whom you want to assign the new graduation plan.

Or, select **Select All** to select all students (across all pages, if multiple pages of students exist).

❏ Click **Execute**.

❏ You are prompted to confirm that you wish to continue. Click **OK**.

The Grad Plan Assignment Summary report opens, 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.

Report data:

Previous Grad Plan	The code for the previous graduation plan is displayed if it exists. Otherwise, "none" is displayed.
New Grad Plan	The code for the new graduation plan is displayed.

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.

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 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 [PDF icon] to save and print the report in PDF format.

Click [CSV icon] 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 [X icon] to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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