# By Individual (Grad Plan Assignment)

# Table of Contents

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**Graduation Plan > Utilities > Grad Plan Assignment > By Individual**

This utility assigns or changes the graduation plan for individual students, and updates the student's **Graduation Type** field on Registration > Maintenance > Student Enrollment > Demo3. 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.

## Update data:

| Field | Description |
|---|---|
| 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. |

Click **+Add** to add a student who will be assigned the selected plan. A blank row is added to the grid.

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 *begins with* 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 Stu ID** | Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* 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. |

# Back Cover