



# Graduation



# Table of Contents

**Graduation** ..... 1



# Graduation

**Registration > Maintenance > Student Enrollment > Graduation**

**This tab allows you to view and update a student's additional demographic data. The information on the Graduation tab is not required for enrollment; however, entering a complete demographic record is recommended.**

The Graduation tab is not available until you retrieve a student on the [Student Enrollment](#) page. For a new student, you must enter and save all required data on [Demo1](#) before proceeding to this tab.

## Update data:

Under **Graduation**:

**NOTE:** If the student has a graduation plan, the following fields are disabled on this tab and must be updated on [Graduation Plan > Maintenance > Student > Individual Maintenance > PGP](#): **Graduation Type, Financial Aid Application, CPR Date Completed, Speech Date Completed, Peace Officer Interact Date Completed, Foundation Coursework, Distinguished Coursework, Industrial certification1-5**, all five endorsements and their **Date Completed** fields.

<b>Graduation Type</b>	Select the plan under which the student intends to graduate.  This field is updated when you run the <a href="#">Grad Plan Assignment utility (By Group or By Individual)</a> and can be edited whether or not a student has a graduation plan assigned.
<b>AAR Grad Plan</b>	The graduation program description from the PEIMS C062 table is displayed. This is the official PEIMS description, which may be different from the description entered by the district. This description is displayed on the student's AAR.
<b>Cert of CrsWrk Date Completed</b>	Type the date of the certificate of coursework completion in the MMDDYYYY format, if applicable.
<b>CPR-AED Date Completed</b>	Type the date on which the student met the requirement for cardiopulmonary resuscitation (CPR) instruction. You cannot enter a future date.
<b>Peace Officer Interact Date Completed</b>	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.

<b>Texas First Early HS Completion Pgm</b>	Select if the student graduated early. 01: Student Graduated Two or More Semesters Early 02: Student Graduated Less Than Two Semesters Early
<b>Graduation Date</b>	Type the date on which the student graduated or is expected to graduate in the MMDDYYYY format.
<b>Texas Grant Eligibility</b>	Indicate the student’s TEXAS Grant eligibility status and graduation program under which he is expected to graduate. The values 1, 2, or 5 indicate that TEXAS Grant eligibility is expected.  <b>NOTE:</b>  This indicator can be reset for a group of students using <a href="#">Registration &gt; Utilities &gt; Reset Values</a> .  Code 5 indicates that the student is on track to complete the portion of the Recommended Graduation Program available to the student at a high school that has certified to the Commissioner of Education that not all the necessary courses for the recommended program were offered.
<b>College Entry</b>	Select if the student plans to attend college.
<b>Speech Date Completed</b>	Type the date on which the student met the Foundation High School Program (FHSP) requirement for speech instruction. You cannot enter a future date.
<b>IGC Reviewed</b>	Select if an IGC has been established for the student.
<b>Established Date</b>	Enter the date the Individual Graduation Committee (IGC) was established for the student. This date is required if <b>IGC Reviewed</b> is selected.
<b>IGC Graduate</b>	Select if the student is an IGC graduate based on the IGC committee decision.

**NOTE:** If an 11th or 12th grade student is coded as IGC Reviewed, then the student is coded as IGC Graduate during the ASDR process.

Under **Financial Aid Application:**

<b>Status</b>	Use the drop-down menu to select 01 or 02 to indicate the application status.
<b>Met Date</b>	Type the month and date in MM-YYYY format.


Under **Foundation High School Program:**

<b>College Career Instruction</b>	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. (TWEDS data element E1574; This field is no longer extracted for PEIMS; however, it is still needed for tracking students per HB5.)
-----------------------------------	---

<b>Foundation Coursework</b>	<p>Indicate whether a student is currently pursuing the Foundation High School Program.</p> <ul style="list-style-type: none"> <li>• Foundation Coursework 0 = false for FHSPParticipant</li> <li>• Foundation Coursework 1 = true for FHSPParticipant</li> </ul>
<b>Distinguished Coursework</b>	<p>Indicate if the student is currently pursuing the distinguished level of achievement under the Foundation High School Program as provided by TEC §28.025 (b-15).</p> <ul style="list-style-type: none"> <li>• Distinguished Coursework is 1 = true for FHSPDistingLevelParticipant</li> <li>• Distinguished Coursework is 2 = true for DistingLevelAchievementGraduate</li> </ul>
<b>Endorsements</b>	<p>Indicate for each endorsement (<b>STEM, Public Services, Business and Industry, Multi Disciplinary Studies, and Arts and Humanities</b>) if the student is pursuing, not pursuing, or has completed the program.</p> <p>Edit:</p> <p><b>Distinguished Coursework</b> cannot be 2 (<i>completed</i>) unless <b>Foundation Coursework</b> and one endorsement are also set to 2.</p>
<b>Date Completed</b>	The date of completion must be entered if the student has completed the program for an endorsement or certification.

Under **Industry Based Certification**


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

<b>Certification</b>	Indicate a credential or certification earned by the student.
<b>Date Taken</b>	Type the date of completion, or click  to select the date from a calendar.
<b>Result</b>	Use the drop-down menu to select the result code.
<b>Exam Fee</b>	<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><b>NOTE:</b> This field will be pre-populated if completed on the Credentials or Certification tab on Graduation Plan &gt; Maintenance &gt; District &gt; Tables.</p>
<b>Vendor Nbr</b>	<p>Use the drop-down menu to select the vendor. This field identifies the organization or company that offered the service.</p> <p><b>NOTE:</b> Previous year vendor numbers will be allowed even if not available in the current school year.</p> <p><b>NOTE:</b> This field will be pre-populated if completed on the Credentials or Certification tab on Graduation Plan &gt; Maintenance &gt; District &gt; Tables.</p>
<b>Background Check Cost</b>	<p>Indicate the cost to collect a fee for an IBC background check.</p> <p>Enter the IBC background check fee amount. This fee identifies the amount of money that was paid by the local education agency for background checks for not more than two certification examinations per student, including costs paid for associated fingerprinting or criminal history record information review.</p>

<b>Reimburse</b>	Select an option from the drop-down menu if a prior or current LEA received the one-time allowed industry-based certification fee reimbursement for the student.
<b>Enrolled</b>	Select this field if the student is enrolled at the time a certification exam was taken. Update in Graduation Plan and Registration.  If selected the Industry Based Certification will extract to State Reporting for the appropriate PEIMS submission.

Click **Save**.

**Other functions and features:**

<b>Comments</b>	<a href="#">View or add comments.</a> Click to view or add comments about the student. The Comments window opens.  If comments exist for the student, an exclamation mark is displayed on the button and it is outlined in red.
<b>TEA Unique ID</b>	<a href="#">Request an Unique ID from the state.</a> Click on the TEA Unique ID button to request an Unique ID from the state for students and staff.
<b>Hist Directory</b>	<a href="#">Retrieve a student enrolled in a prior school year.</a>
<b>Bus Info</b>	<a href="#">View or update the student's bus information.</a> The button does not appear until you retrieve a student on the Student Enrollment page.
	<a href="#">View medical alert.</a> The button is displayed if a medical warning exists for the student and <b>Consent to Display Alert</b> is selected on <a href="#">Health &gt; Maintenance &gt; Student Health &gt; Emergency</a> .  Click to view the student's medical alert information.
<b>Documents</b>	<a href="#">View or attach supporting documentation.</a>



## Back Cover