



## **By Individual (Grad Plan Assignment)**



# Table of Contents

**By Individual (Grad Plan Assignment) ..... 1**



# By Individual (Grad Plan Assignment)

## 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 > Graduation](#). 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:

<b>Grad Plan</b>	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. A blank row is added to the grid.

<b>Student</b>	Begin typing the student's name or ID (including leading zeros). As you begin typing the number, a drop-down list displays students whose name or ID <i>begins with</i> the characters you have typed. The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show. From the drop-down list, select the student.  If you do not know the student ID, click  to search for a student in the <a href="#">directory</a> .
----------------	---

The student's name and grade level are displayed.

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	The field indicates if the student is active or withdrawn.



Remove a student from the list.

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:


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


[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.



## Back Cover