



# Graduation Plan



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# Graduation Plan

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## "How To" Guide:

[ASCENDER Graduation Plan - Create & Assign Graduation Plans, Course Requests, & PGPs](#)

# Maintenance

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# District

Use the Table of Contents to access a page.

# Graduation Requirements

## ***Graduation Plan > Maintenance > District > Graduation Requirements***

This page allows you to establish the graduation requirements for each graduation plan by grade level and subject. The graduation plan must already be established on [Maintenance > District > Tables > Graduation Plans](#). A tab is displayed for each subject.

### [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 that end in XXX will be accepted in the student's graduation plan. For local service IDs that end in characters other than XXX, the first five digits must match the service ID in the district course table.



## Update data:

<b>Graduation Plans</b>	Select a graduation plan. The list is established on <a href="#">Maintenance &gt; District &gt; Tables &gt; Graduation Plans</a> .
-------------------------	--

☐ Click **Retrieve**.

<b>PEIMS</b>	The PEIMS graduation type code and description associated with the selected plan is displayed.
<b>Total Plan Credits</b>	The number of credits required for the selected plan is displayed, which is the sum of the <b>Total Subject Credits Required</b> field for all subjects. The number will change as data in the <b>Total Subject Credits Required</b> field changes, but you cannot manually change the number.

A tab is displayed for each subject.

☐ Click the tab for the subject you want to update.

<b>(search)</b>	<p>Search the current year Scheduling master schedule for the course(s) you want to add as course requirements for the selected graduation plan and subject. The selected courses will determine what a student will be able to request in ASCENDER StudentPortal.</p> <ol style="list-style-type: none"> <li>1. Select the field by which you want to search for courses. You can search by course number, title, service ID, or service ID type. (Service ID type is the four-character code associated with the service ID.)</li> <li>2. In the search field, type all or part of the search phrase.</li> <li>3. Click <b>Retrieve</b>.</li> </ol> <p>Courses that <i>begin with</i> the characters or numbers you typed are listed in the left grid.</p>
<b>Total Subject Credits Required</b>	The total number of credits required for each subject for the specified plan is displayed. Update as needed.

**Scheduling  
District  
Courses (left  
grid)**

The search retrieves only graded high-school-level courses from the Scheduling master schedule (i.e., courses for which **Credit Level** is H on [Scheduling > Maintenance > Master Schedule > District > Courses](#), and **Graded Crs** is selected on [Grade Reporting > Maintenance > Master Schedule > District Schedule](#)).

The local course number, course title, service ID, and credits are displayed for each course.

Select the course(s) you want to add as course requirements for the selected graduation plan:

Double-click a course in the left grid.

Or, drag the course from the left grid to the right grid.

The selected courses are displayed in the **Grad Plan Courses** (right) grid and appear dimmed in the left grid.

A course can be added in multiple subjects, but you cannot add the same course for multiple grade levels in the same subject.

A course can be used in more than one subject, but it can only be marked as a default course in one of the subjects. For example, CTE Floral Design can be a graduation plan course in CareerTech and in Fine Arts, but it can only be the default in one of the subjects.

A course cannot be designated as a default course in multiple subjects. However, a student can always elect to take a course designated for one grade level as part of a different grade level, as long as the student has not already earned credit for the course, or is not currently taking or scheduled to take the course.



**Grad Plan Courses (right grid)**



Any existing course requirements for the selected graduation plan are displayed.

The local course number, course title, and service ID are displayed for each course.

[The list can be re-sorted.](#)















You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

<b>Credit</b>	The number of credits that will be awarded to the student who successfully completes the course is displayed.
<b>Meets State Req</b>	Select if the course meets the state requirements for the subject for the plan. A course may meet the requirements even if it is not a default course. For example, English I may be the default course for 9th grade; however, English I - Pre-AP also meets the requirements for the plan.
<b>Default</b>	Select if the course is a default course for the grade level (e.g., English I for 9th grade). The default course will automatically be assigned to the student when the graduation plan is initially assigned, but it can be adjusted as needed.  <b>NOTE:</b> You cannot have more total <b>Default</b> courses than the <b>Total Subject Credit Required</b> field indicates.
<b>Grade Level</b>	Select the high-school grade level for which you are establishing course and credit requirements within the subject area. The grade level is not required for elective courses; it is required for all other courses.
<b>Total Subject Default Credits</b>	A tally of the credits for all courses marked <b>Default</b> for the subject is displayed at the bottom of the grid.  The number may not match the number of credits required for the subject.  The total is for the subject, not the grade level.
	<a href="#">Remove a course from the course requirements for the graduation plan and grade level.</a>  1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.  2. Click <b>Save</b> . You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b> .  You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). You cannot remove a course that has been assigned to a student's graduation plan. The course must first be removed from the student's plan.

**NOTE:** The Grad Plan Course Change utility also deletes the course from the district and any associated student graduation plans.

☐ Click **Save**.

<b>Copy Grad Plan</b>	<p><a href="#">Copy grad plan requirements from an existing grad plan to a current grad plan.</a></p> <p>The Copy/Replace Graduation Plan Requirements window opens. The button is enabled only if the selected graduation plan does not have any existing course requirements.</p> <table border="1" data-bbox="293 286 1197 371"> <tr> <td><b>Copy From</b></td><td>Select the grad plan from which to copy requirements.</td></tr> <tr> <td><b>Copy To</b></td><td>Select the grad plan to which to copy requirements.</td></tr> </table> <p>Click <b>Save</b>. The requirements are copied.</p>	<b>Copy From</b>	Select the grad plan from which to copy requirements.	<b>Copy To</b>	Select the grad plan to which to copy requirements.
<b>Copy From</b>	Select the grad plan from which to copy requirements.				
<b>Copy To</b>	Select the grad plan to which to copy requirements.				
<b>4 Year Reports</b>	<p><b>View All</b></p> <p>View a report of all courses added to the graduation plan sorted by grade level within subject area for all four years. The report also indicates default courses and courses that meet the state requirements. <a href="#">View, print, or save the report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>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.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>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 <b>Close Report, Exit, or Cancel</b> button instead.</p>				
	<p><b>View Defaults</b></p> <p>View a report of default course requirements for the selected graduation plan for all four years. The report lists the courses that will be assigned to each student when the graduation plan is initially assigned. <a href="#">View, print, or save the report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>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.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>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 <b>Close Report, Exit, or Cancel</b> button instead.</p>				

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# Tables

Use the Table of Contents to access a page.

# Accelerated Learning

## Graduation Plan > Maintenance > District > Tables > Accelerated Learning

This tab allows you to maintain a district-level code table for accelerated learning criteria. These criteria populate the **Accelerated Learning Plan** fields on the [PGP](#) tab. Accelerated learning is required for any student who has failed a standardized test.

Save

GRADUATION PLANS

ACCELERATED LEARNING

CREDENTIALS OR CERTIFICATION

MONITOR PLANS

Delete	Code	Description
	<input type="text" value="00"/>	<input type="text" value="PAP"/>
	<input type="text" value="01"/>	<input type="text" value="SELF PACED COURSES"/>
	<input type="text" value="02"/>	<input type="text" value="CLEP"/>
	<input type="text" value="03"/>	<input type="text" value="STAAR ENGLISH"/>
	<input type="text" value="04"/>	<input type="text" value="STAAR ALGEBRA"/>
	<input type="text" value="05"/>	<input type="text" value="STAAR US HISTORY"/>
	<input type="text" value="06"/>	<input type="text" value="STAAR BIOLOGY"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

First

◀

1 ▼

▶

Last

Add

Add 10

### Update data:

Existing accelerated learning codes are displayed in order by code.

☐ Click **+Add** to add one blank row. A blank row is added to the grid.

Or, click **+Add 10** to add ten blank rows to the grid.

<b>Code</b>	Type a unique two-digit code.
<b>Description</b>	Type a description for the code, up to 35 characters.

☐ Click **Save**.


☐ To update a description, type over the existing description and save.

**NOTE:** You can only update the description; you cannot update a code. To change a code, you must delete and re-enter the code and description.

### Other functions and features:



#### Delete a row.

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).



# Credentials or Certification

## Graduation Plan > Maintenance > District > Tables > Credentials or Certification

This tab allows you to maintain a district-level code table for credentials and certification criteria (e.g., welding or cosmetology). Each certification must be associated with a PEIMS certification code. These criteria populate the **Industry Credentials or Certification** fields on the [PGP](#) tab.

Delete	Code	Description	Origin	PEIMS Code	PEIMS Description	IBC Exam Fee	IBC Vendor	IBC Vendor Description
	01	WELDING	National	100	API 1104 Welding	50.00	200	American Welding Society
	02	ELECTRICAL	National	210	ASE Mech Elec Components	35.00	650	Other
	03	INDUSTRIAL CERT	National	520	Electrical Apprenticeship Certificate Level 1	150.00	300	Independent Electrical Contractors Texas
	04	MICROSOFT WORD 2013	National	570	Microsoft Office Expert - Word	100.00	650	Other
	05	MICROSOFT EXCEL 2013	National	560	Microsoft Office Expert - Excel	100.00	650	Other
	06	MICROSOFT OFFICE SPECIALIST 2016	National	580	Microsoft Office Specialist (MOS) Master-2016	250.00	650	Other

## Update data:

Existing credential and certification codes are displayed in order by code.

☐ Click **+Add** to add one blank row. A blank row is added to the grid.

Or, click **+Add 10** to add ten blank rows to the grid.

<b>Code</b>	Type a unique two-digit code.
<b>Description</b>	Type a description for the code, up to 35 characters.
<b>Origin</b>	<p>Indicate if the credential or certification is recognized as international (I) or national (N), or leave blank if neither.</p> <p>This information is used on <a href="#">Maintenance &gt; Student &gt; Individual Maintenance &gt; PGP</a> and <a href="#">Performance Acknowledgment</a> tabs, and prints on the Student Personal Graduation Plan (<a href="#">SGP1000</a>) and AAR Multi-Year (<a href="#">SGR2047</a>) reports.</p>
<b>PEIMS Code</b>	<p>Click  to select the <a href="#">PEIMS certification code</a> (C214) associated with the district code.</p> <p><b>NOTE:</b> Codes entered in this field can be saved regardless of the school year when the certification was attempted.</p>
<b>PEIMS Description</b>	The description for the selected <b>PEIMS Code</b> is displayed.

<b>IBC Exam Fee</b>	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. <b>NOTE:</b> This field will be pre-populated if completed on the Credentials or Certification tab on Graduation Plan > Maintenance > District > Tables. TWEDS Data Element: IBC-EXAM-FEE-AMOUNT (E1654)
<b>IBC Vendor</b>	Use the drop-down menu to select the vendor. This field identifies the organization or company that offered the service. <b>NOTE:</b> This field will be pre-populated if completed on the Credentials or Certification tab on Graduation Plan > Maintenance > District > Tables.  <b>NOTE:</b> Codes entered in this field can be saved regardless of the school year when the certification was attempted. TWEDS Data Element: IBC-VENDOR-CODE (E1655)
<b>IBC Vendor Description</b>	This field identifies the IBC Vendor and is automatically populated when the vendor code is selected from the <b>IBC Vendor</b> drop-down menu.

☐ Click **Save**.


☐ To update a description, type over the existing description and save.

**NOTE:** You can only update the description; you cannot update a code. To change a code, you must delete and re-enter the code and description.

### Other functions and features:



#### Delete a row.

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

# Graduation Plans

## **Graduation Plan > Maintenance > District > Tables > Graduation Plans**


This tab allows you to maintain a district-level code table for graduation plans. Each plan must be associated with a PEIMS graduation type code.

### **Update data:**

Existing graduation plans are displayed.

A blank row is displayed at the end of the list.

If no graduation plans exist, a blank row is displayed.

<b>Code</b>	Type a unique code for the graduation plan, 2-10 characters. Do not use special characters.
<b>Description</b>	Type a description of the graduation plan, 3-50 characters.
<b>PEIMS Grad Type</b>	Click in the field, and then click  to select the <a href="#">PEIMS grad type code</a> associated with the graduation plan.
<b>PEIMS Description</b>	The description for the selected <b>PEIMS Grad Type</b> code is displayed.


☐ Press TAB to add a new row to the grid.

☐ Click **Save**.

Or, press ENTER to save and add a new row to the grid.

**NOTE:** You can only update the description; you cannot update a code. To change a code, you must delete and re-enter the code and description.

**Delete a graduation plan.**

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

A graduation plan cannot be deleted if it is assigned to at least one student. If a graduation plan has been assigned to a student in the past, it is possible that a course record is associated with the student which will also prevent you from deleting the graduation plan.

# Monitor Plans

## Graduation Plan > Maintenance > District > Tables > Monitor Plans

This tab allows you to maintain a district-level code table of criteria for monitoring graduation plans (e.g., interim progress reports, benchmark scores, or student attendance). These criteria populate the **Monitor Plan** fields on the [PGP](#) tab.

Save

GRADUATION PLANS
ACCELERATED LEARNING
CREDENTIALS OR CERTIFICATION
MONITOR PLANS

Delete	Code	Description
	01	REVIEW CREDITS
	02	COURSE GRADES
	03	BENCHMARK SCORES
	04	ASSESSMENT SCORES
	05	TEACHER INPUT
	06	STUDENT ATTENDANCE

First
◀
1
▶
Last

⊕ [Add](#)
⊕ [Add 10](#)

### Update data:

Existing codes are displayed in order by code.

☐ Click **Add** or **Add 10** to add one or 10 blank rows to the grid.

<b>Code</b>	Type a unique, two-digit code for the criteria.
<b>Description</b>	Type a description of the code, up to 35 characters.


☐ Click **Save**.

☐ To update a description, type over the existing description and save.

**NOTE:** You can only update the description; you cannot update a code. To change a code, you must delete and re-enter the code and description.



**Delete a row.**

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

# Parent/Guardian Expectations

## Graduation Plan > Maintenance > District > Tables > Parent/Guardian Expectations

This tab allows you to maintain a district-level code table for parent/guardian expectations (e.g., four year college, military, or vocational school). These expectations populate the **Parent's Educational Expectation** fields on the [PGP](#) tab.

Save

GRADUATION PLANS
ACCELERATED LEARNING
CREDENTIALS OR CERTIFICATION
MONITOR PLANS
PARENT/GUARDIAN EXPECTATIONS

Delete	Code	Description
	01	ATTEND FOUR-YEAR COLLEGE/UNIVERSITY
	02	ATTEND TWO-YEAR COMMUNITY COLLEGE
	03	JOIN MILITARY
	04	WORKFORCE
	05	ATTEND VOCATION/TECHNOLOGY SCHOOL
	06	ATTEND NURSING PROGRAM
	07	WORK IN HOME NURSE CARE

First
◀
1 ▼
▶
Last

+ Add
+ Add 10

### Update data:

Existing codes are displayed in order by code.

☐ Click **+Add** to add one blank row. A blank row is added to the grid.

Or, click **+Add 10** to add ten blank rows to the grid.

<b>Code</b>	Type a unique, two-digit code for the expectation.
<b>Description</b>	Type a description of the code, up to 35 characters.


☐ Click **Save**.

☐ To update a description, type over the existing description and save.

**NOTE:**

- You can only update the description; you cannot update a code. To change a code, you must delete and re-enter the code and description.
- You cannot delete a code that is assigned to a student.

**Delete a row.**

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).



# Student

Use the Table of Contents to access a page.

# Individual Maintenance

## Graduation Plan > Maintenance > Student > Individual Maintenance

You must select a student before you can access the tabs on the Individual Maintenance page.

### Select a student

☐ To retrieve a student's records, select the student in one of the following ways:

<b>Student</b>	<p>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 <i>begins with</i> 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.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Last name, comma, first name (smith, john)</li> <li>• Last name initial, comma, first name initial (s,j)</li> <li>• Comma, first name (,j)</li> </ul>
<b>Texas Unique Student ID</b>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> 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.</p> <p>Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>
<b>Directory (photo)</b>	<p>Click to select a student from the <a href="#">Directory</a>.</p> <p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <p>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.</p>

The applicable tabs on the Individual Maintenance page are enabled.

# Credit Detail

## *Graduation Plan > Maintenance > Student > Individual Maintenance > Credit Detail*

This tab displays an expanded view of the data shown on the [Credit Summary](#) tab. In addition to the credit summary data, the specific courses, service IDs, school years, and grades are displayed.

You can also change a student's graduation plan and move courses from the student's graduation plan to course requests in Scheduling.

**This tab is not enabled until you retrieve a student who has a graduation plan assigned.** (Graduation plans can be assigned using [Utilities > Grad Plan Assignment > By Individual](#) (or [By Group](#)).)

### 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 that end in XXX will be accepted in the student's graduation plan. For local service IDs that end in characters other than XXX, the first five digits must match the service ID in the district course table.

## View data:



### Select a student


☐ To retrieve a student's records, select the student in one of the following ways:

<b>Student</b>	<p>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 <i>begins with</i> 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.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Last name, comma, first name (smith, john)</li> <li>• Last name initial, comma, first name initial (s,j)</li> <li>• Comma, first name (,j)</li> </ul>
<b>Texas Unique Student ID</b>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> 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.</p> <p>Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>
<b>Directory</b>	Click to select a student from the <a href="#">Directory</a> .
<b>(photo)</b>	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <p>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.</p>

- The student's name, current grade level, 9th grade entry date, and cohort year are displayed.
- [The list can be re-sorted.](#)

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- If multiple records exist for the student due to a grade level or status change, the most recent record is displayed.
- Courses and credits that are not part of the graduation plan, per the service ID, are indicated with the red exclamation mark icon .

<b>Graduation Plan</b>	The code and description of the graduation plan currently assigned to the student are displayed.
<b>PEIMS Grad Type</b>	The PEIMS graduation type code and description associated with the student's plan is displayed.

<b>CPR Date Completed</b>	The date on which the student completed courses satisfying the FHSP requirement for cardiopulmonary resuscitation (CPR) instruction is displayed. This date is maintained on the PGP tab.
<b>Speech Date Completed</b>	The date on which the student completed courses satisfying the FHSP requirement for speech instruction is displayed. This date is maintained on the PGP tab.
<b>Peace Officer Interact Date Completed</b>	The date on which the student completed course work satisfying the requirement for instruction on how to interact with law enforcement, as mandated by Senate Bill 30, is displayed. This date is maintained on the PGP tab.

<b>Subject Area</b>	The subject areas covered by the graduation plan assigned to the student are listed. Below each subject, the specific courses taken by the student are listed. The same course may be listed twice if the student took it twice (i.e., failed or did not receive credit the first time).
<b>Service ID</b>	The service ID for the course is displayed.
<b>School Year</b>	The school year in which the student took the course is displayed.
<b>Credits Needed</b>	The total number of credits required for the subject is displayed on the subject <b>Total</b> row.
<b>Credits Earned</b>	The number of credits earned in the course is displayed. The total credits earned for the subject is displayed on the subject <b>Total</b> row. If a course was completed but no credit was awarded, a red 0.0 is displayed. To avoid duplication, a course marked as a transfer on the <a href="#">Crs Assign</a> tab in Grade Reporting will not be considered for credits earned if the same course already appears as a non-transfer course taken on a different campus for the same school year and semester with the same semester grade, final grade, and credit awarded.
<b>Semester # Grade</b>	The student's semester grade for each course is displayed.
<b>Final Grade</b>	If a final grade has been posted for the course, the final grade is displayed.

<b>Credits in Progress</b>	The number of credits the student will earn upon completing the course is displayed. The total credits in progress for the subject are displayed on the subject <b>Total</b> row.
<b>Credits Scheduled/Requested</b>	The number of credits the student has scheduled or requested for the upcoming school year is displayed. These courses have not yet been attempted. The total credits scheduled and requested for the subject is displayed on the subject <b>Total</b> row.
<b>Remaining Plan Credits</b>	The number of credits included in future years of the student's graduation plan is displayed. This number takes into account any scheduled credits for the upcoming school year. For example, a 10th grade student who has successfully taken English I and English II in 9th and 10th grades respectively, and has scheduled English III for 11th grade, will have one remaining plan credit for English IV.
<b>Credits Lacking</b>	This number takes into account the credits earned, in progress, and scheduled/requested, and remaining plan credits, and compares them to the credits required for the plan. Any difference is indicated. If all required credits have been accounted for in the subject, a zero is displayed. Otherwise, the number is displayed and highlighted in red.

<b>Move to Request</b>	<p><input type="checkbox"/> Click <b>Move to Request</b> to move the student's graduation plan next year courses to Scheduling course requests for the upcoming school year.</p> <p>You are prompted to confirm that you want to move requests to Scheduling.</p> <p><input type="checkbox"/> Click <b>OK</b>.</p> <ul style="list-style-type: none"> <li>• A student with record status 1 (<i>currently enrolled at this campus</i>) is changed to record status 2 (<i>currently enrolled at this campus, will return next year</i>).</li> <li>• A report is generated when the process is completed which indicates that all available courses moved, or lists any courses that did not move.</li> </ul> <p><b>IMPORTANT:</b> Once graduation plan courses are moved to course requests, all maintenance on the next year courses must occur in Scheduling. You will no longer see the graduation plan courses for the next year grade level. The data will be displayed with the credit summary information.</p>
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**Add/Change Plan**

- ☐ Click **Add Plan** to assign a graduation plan for the student.
- ☐ Or, click **Change Plan**. If the student already has a plan assigned, the **Change Plan** button is displayed instead of the **Add Plan** button.

A window opens allowing you to add or change the student's plan.





- ☐ Under **Grad Plan**, select the plan to assign to the student.
- ☐ Click **Execute** to assign the graduation plan to the student.
- ☐ You are prompted to confirm that you want to make the change.
- ☐ Click **OK**.

The Grad Plan Assignment Summary report opens in a new window, 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.




- The **Previous Grad Plan** field displays the code for the previous graduation plan, if it exists. Otherwise, the field displays "none."
- The **New Grad Plan** field displays the code for the new graduation plan.
- 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.
- 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.)

[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.

**NOTE:**

- 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.

<b>Print Credit Detail</b>	<p><a href="#">Generate a report of the data displayed on the page, including any unsaved data.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a <b>Close Report, Exit</b>, or <b>Cancel</b> button instead.</p>
<b>PGP</b>	<p><a href="#">Print the student's personal graduation plan.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a <b>Close Report, Exit</b>, or <b>Cancel</b> button instead.</p> <p>This is the same report as Reports &gt; SGP1000 - Student Personal Graduation Plan.</p>



# Credit Summary

## **Graduation Plan > Maintenance > Student > Individual Maintenance > Credit Summary**

This tab displays the student's total credits needed, credits earned, courses/credits in progress, requested/scheduled courses/credits, and planned courses/credits, and will show if the student is lacking credits for graduation in one or more subjects.

You can also change a student's graduation plan and move courses from the student's graduation plan to course requests in Scheduling.

**This tab is not enabled until you retrieve a student who has a graduation plan assigned.** (Graduation plans can be assigned using [Utilities > Grad Plan Assignment > By Individual](#) (or [By Group](#)).)

### 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 that end in XXX will be accepted in the student's graduation plan. For local service IDs that end in characters other than XXX, the first five digits must match the service ID in the district course table.

## View data:

[Select a student](#)

☐ To retrieve a student's records, select the student in one of the following ways:

<b>Student</b>	<p>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 <i>begins with</i> 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.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Last name, comma, first name (smith, john)</li> <li>• Last name initial, comma, first name initial (s,j)</li> <li>• Comma, first name (,j)</li> </ul>
<b>Texas Unique Student ID</b>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> 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.</p> <p>Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>
<b>Directory</b>	Click to select a student from the <a href="#">Directory</a> .

<b>(photo)</b>	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <p>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.</p>
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- The student's name, current grade level, 9th grade entry date, and cohort year are displayed.
- If multiple records exist for the student due to a grade level or status change, the most recent record is displayed.

<b>Graduation Plan</b>	The code and description of the graduation plan currently assigned to the student are displayed.
<b>PEIMS Grad Type</b>	The PEIMS graduation type code and description associated with the student's plan is displayed.

<b>Subject Area</b>	The subjects covered by the graduation plan assigned to the student are listed.
<b>Credits Needed</b>	The total number of credits required for the subject area is displayed. This is the total for the plan, not the grade level.
<b>Credits Earned</b>	The number of credits earned by the student in the subject to date is displayed. This covers all grade levels, not just the current grade level. To avoid duplication, a course marked as a transfer on the <a href="#">Crs Assign</a> tab in Grade Reporting will not be considered for credits earned if the same course already appears as a non-transfer course taken on a different campus for the same school year and semester with the same semester grade, final grade, and credit awarded.
<b>Credits in Progress</b>	The number of credits the student will earn in the subject if he successfully completes the courses in which he is currently enrolled is displayed. The student's current working final average is not taken into consideration.
<b>Credits Scheduled/Requested</b>	The number of credits the student has scheduled or requested for the upcoming school year is displayed. These courses have not yet been attempted.
<b>Remaining Plan Credits</b>	The number of credits included in future years of the student's graduation plan is displayed. This number takes into account any scheduled credits for the upcoming school year. For example, a 10th grade student who has successfully taken English I and English II in 9th and 10th grades respectively, and has scheduled English III for 11th grade, will have one remaining plan credit for English IV.

<b>Credits Lacking</b>	This field takes into account the credits earned, in progress, and scheduled/requested, and remaining plan credits, and compares them to the credits required for the plan. Any difference is indicated. If all required credits have been accounted for in the subject area, a zero is displayed. Otherwise, the number is displayed and highlighted in red.
<b>Total</b>	The total is displayed at the bottom of each column.

<b>Move to Request</b>	<p><input type="checkbox"/> Click <b>Move to Request</b> to move the student's graduation plan next year courses to Scheduling course requests for the upcoming school year.</p> <p>You are prompted to confirm that you want to move requests to Scheduling.</p> <p><input type="checkbox"/> Click <b>OK</b>.</p> <ul style="list-style-type: none"> <li>• A student with record status 1 (<i>currently enrolled at this campus</i>) is changed to record status 2 (<i>currently enrolled at this campus, will return next year</i>).</li> <li>• A report is generated when the process is completed which indicates that all available courses moved, or lists any courses that did not move.</li> </ul> <p><b>IMPORTANT:</b> Once graduation plan courses are moved to course requests, all maintenance on the next year courses must occur in Scheduling. You will no longer see the graduation plan courses for the next year grade level. The data will be displayed with the credit summary information.</p>
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**Add/Change Plan**

- ☐ Click **Add Plan** to assign a graduation plan for the student.
- ☐ Or, click **Change Plan**. If the student already has a plan assigned, the **Change Plan** button is displayed instead of the **Add Plan** button.

A window opens allowing you to add or change the student's plan.





- ☐ Under **Grad Plan**, select the plan to assign to the student.
- ☐ Click **Execute** to assign the graduation plan to the student.
- ☐ You are prompted to confirm that you want to make the change.
- ☐ Click **OK**.

The Grad Plan Assignment Summary report opens in a new window, 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.




- The **Previous Grad Plan** field displays the code for the previous graduation plan, if it exists. Otherwise, the field displays "none."
- The **New Grad Plan** field displays the code for the new graduation plan.
- 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.
- 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.)

[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.

**NOTE:**

- 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.

<b>Print Credit Detail</b>	<p><a href="#">Generate a report of the data displayed on the page, including any unsaved data.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p>
<b>PGP</b>	<p><a href="#">Print the student's personal graduation plan.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p> <p>This is the same report as Reports &gt; SGP1000 - Student Personal Graduation Plan.</p>

# Grade Level Course Detail

## ***Graduation Plan > Maintenance > Student > Individual Maintenance > Grade Level Course Detail***

This tab allows you to view and update the courses in a student's graduation plan by subject and grade level. Initially, the student's plan consists of the default courses established in the district-level graduation plan assigned to the student. The courses can be adjusted as needed for the individual student.

You can also change a student's graduation plan and move courses from the student's graduation plan to course requests in Scheduling.

**This tab is not enabled until you retrieve a student who has a graduation plan assigned.** (Graduation plans can be assigned using [Utilities > Grad Plan Assignment > By Individual](#) (or [By Group](#)).)

### [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 that end in XXX will be accepted in the student's graduation plan. For local service IDs that end in characters other than XXX, the first five digits must match the service ID in the district course table.

## Update data:

[Select a student](#)



☐ To retrieve a student's records, select the student in one of the following ways:


<b>Student</b>	<p>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 <i>begins with</i> 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.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Last name, comma, first name (smith, john)</li> <li>• Last name initial, comma, first name initial (s,j)</li> <li>• Comma, first name (,j)</li> </ul>
<b>Texas Unique Stu ID</b>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> 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.</p> <p>Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>
<b>Directory</b>	Click to select a student from the <a href="#">Directory</a> .




<b>(photo)</b>	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <p>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.</p>
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- The student's name, current grade level, 9th grade entry date, and cohort year are displayed.
- If multiple records exist for the student due to a grade level or status change, the most recent record is displayed.

<b>Graduation Plan</b>	The code and description of the graduation plan currently assigned to the student are displayed.
<b>PEIMS Grad Type</b>	The PEIMS graduation type code and description associated with the student's plan is displayed.
<b>Subject Area</b>	The selected subject is displayed. Click <b>Change</b> to select another subject.
<b>Required Plan Courses (left grid)</b>	<p>The available courses for the subject at the campus are listed. These courses were added to the district-level graduation plan (i.e., <a href="#">Maintenance &gt; District &gt; Graduation Requirements</a>) that is assigned to the student.</p> <p>The list does not include courses that are requested/scheduled, in progress, selected under a different subject, or already completed by the student. <a href="#">The list can be re-sorted.</a></p> <p>You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.</p> <p>A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.</p> <p>If the course was taken as a Prior Yr Transfer course and there is a local course number (i.e., <b>Loc Crs</b> on <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Prior Yr Transfer</a>), and both the local course number and the service ID match a graduation plan course required for the subject area, the local course is not listed.</p> <p>From the left grid, select the available course(s) you want to add to the student's graduation plan. Or click <b>Select All</b> to select all courses in the grid.</p>

☐ Click  (or the appropriate button for the grade level) to add the selected courses to the student's graduation plan for the appropriate grade level.

The selected courses are displayed in the right grid and appear dimmed in the left grid.

<b>graduation plan courses (right grid)</b>	<p>The courses assigned to the student are listed by grade level, including any default courses that were assigned automatically.</p> <p><b>NOTE:</b> Data is only displayed for future grade levels not in progress, requested, or scheduled. For example, only an 8th grade student would see the 9th, 10th, 11th, and 12th grade course requirements.</p> <p>Fields from <a href="#">Maintenance &gt; District &gt; Tables &gt; Graduation Plans</a> are displayed for your reference.</p> <table border="1" data-bbox="448 622 1469 701"> <tr> <td data-bbox="448 622 555 701"><b>Delete</b></td><td data-bbox="555 622 1469 701">Select any courses you want to remove from the student's graduation plan.</td></tr> </table> <p>Click  to remove the selected courses from the student's graduation plan for the grade level. The selected courses are removed from the right grid and displayed in the left grid.</p>	<b>Delete</b>	Select any courses you want to remove from the student's graduation plan.
<b>Delete</b>	Select any courses you want to remove from the student's graduation plan.		

☐ Click **Save**.

<b>Cumulative Coursework and Credits table (bottom grid)</b>	<p>Credit details for the subject are displayed indicating completed coursework and projected credits. This is the student's historical data which may help you make decisions for the upcoming years. This is the same information that is displayed on the <a href="#">Credit Detail</a> tab.</p> <p>Any middle school courses taken for high school-level credit are included.</p>
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<b>Move to Request</b>	<p><input type="checkbox"/> Click <b>Move to Request</b> to move the student's graduation plan next year courses to Scheduling course requests for the upcoming school year.</p> <p>You are prompted to confirm that you want to move requests to Scheduling.</p> <p><input type="checkbox"/> Click <b>OK</b>.</p> <ul style="list-style-type: none"> <li>• A student with record status 1 (<i>currently enrolled at this campus</i>) is changed to record status 2 (<i>currently enrolled at this campus, will return next year</i>).</li> <li>• A report is generated when the process is completed which indicates that all available courses moved, or lists any courses that did not move.</li> </ul> <p><b>IMPORTANT:</b> Once graduation plan courses are moved to course requests, all maintenance on the next year courses must occur in Scheduling. You will no longer see the graduation plan courses for the next year grade level. The data will be displayed with the credit summary information.</p>
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**Add/Change Plan**

- ☐ Click **Add Plan** to assign a graduation plan for the student.
- ☐ Or, click **Change Plan**. If the student already has a plan assigned, the **Change Plan** button is displayed instead of the **Add Plan** button.

A window opens allowing you to add or change the student's plan.





- ☐ Under **Grad Plan**, select the plan to assign to the student.
- ☐ Click **Execute** to assign the graduation plan to the student.
- ☐ You are prompted to confirm that you want to make the change.
- ☐ Click **OK**.

The Grad Plan Assignment Summary report opens in a new window, 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.




- The **Previous Grad Plan** field displays the code for the previous graduation plan, if it exists. Otherwise, the field displays "none."
- The **New Grad Plan** field displays the code for the new graduation plan.
- 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.
- 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.)

[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.

**NOTE:**

- 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.

<b>Print Credit Detail</b>	<p><a href="#">Generate a report of the data displayed on the page, including any unsaved data.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p>
<b>PGP</b>	<p><a href="#">Print the student's personal graduation plan.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p> <p>This is the same report as Reports &gt; SGP1000 - Student Personal Graduation Plan.</p>

# Performance Acknowledgment

## **Graduation Plan > Maintenance > Student > Individual Maintenance > Performance Acknowledgement**

This tab allows you to view and edit a student's performance acknowledgment data, including College Board AP/IB examinations, national and international business or industry certifications (read-only), college readiness assessments (read-only), bilingualism/biliteracy, and dual credit. For information about performance acknowledgments, see the Texas Education Code §28.025(c-5).

You can also change a student's graduation plan and move courses from the student's graduation plan to course requests in Scheduling.

Data can be updated for the current or prior school year.

### Update data:



#### Select a student




☐ To retrieve a student's records, select the student in one of the following ways:

<b>Student</b>	<p>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 <i>begins with</i> 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.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Last name, comma, first name (smith, john)</li> <li>• Last name initial, comma, first name initial (s,j)</li> <li>• Comma, first name (,j)</li> </ul>
<b>Texas Unique Student ID</b>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> 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.</p> <p>Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>
<b>Directory</b>	<p>Click to select a student from the <a href="#">Directory</a>.</p>

<b>(photo)</b>	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <p>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.</p>
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- The student's name, current grade level, 9th grade entry date, and cohort year are displayed.
- If multiple records exist for the student due to a grade level or status change, the most recent record is displayed.

<b>Graduation Plan</b>	The code and description of the graduation plan currently assigned to the student are displayed.	
<b>PEIMS Grad Type</b>	The PEIMS graduation type code and description associated with the student's plan is displayed.	
<b>College Board AP/IB Examinations</b>	<p>Students who have taken the College Board Advanced Placement Examinations may be eligible for advanced placement and appropriate credit.</p> <p><b>NOTE:</b> If you manually entered an AP exam with a score of 3 or higher on <a href="#">Test Scores &gt; Maintenance &gt; Individual Maintenance &gt; AP</a>, a corresponding AP exam record is automatically added to this section.</p> <p><input type="checkbox"/> Click <b>+Add</b> to add an exam for which the student scored a 3 or higher.</p>	
	<b>Admin</b>	Type the year in which the exam was administered.
	<b>Month</b>	Select the month in which the exam was administered.
	<b>Code</b>	Select the code indicating the specific acknowledgement.
	<b>Description</b>	The description of the selected code is displayed.
		<p><a href="#">Delete an exam.</a></p> <ol style="list-style-type: none"> <li>1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>

<b>Natl/Intl Business or Industry Certification</b>	<p>This section displays any internationally or nationally recognized credentials or certifications earned by the student. This data is entered on the <a href="#">PGP</a> tab or the <a href="#">Graduation</a> tab.</p> <p>To display in this section, <b>Origin</b> must be set to <i>International</i> or <i>National</i> on <a href="#">Maintenance &gt; District &gt; Tables &gt; Credentials or Certification</a>.</p>		
<b>Outstanding Performance Assessment</b>	<p>This section indicates if the student received acknowledgment for his performance on the ACT, ACT PLAN, PSAT, or SAT exam.</p> <p><b>ACT</b> - Student's composite score (excluding the writing subscore) is 28 or higher.</p> <p><b>PSAT</b>- Student's <b>Commended</b> field is Y on <a href="#">Test Scores &gt; Maintenance &gt; Individual Maintenance &gt; PSAT</a>.</p> <p><b>ACT PLAN (Not used for 2018-2019 and later)</b> - At least two of the student's four scores qualify for the college readiness benchmark score:</p> <ul style="list-style-type: none"> <li>• English: 15 or greater</li> <li>• Math: 19 or greater</li> <li>• Reading: 18 or greater</li> <li>• Science: 20 or greater</li> </ul> <p><b>SAT -</b>  <b>2018-2019 and later (applies to any SAT test taken after August 2018):</b></p> <ul style="list-style-type: none"> <li>• The student's total evidence-based reading &amp; writing and math scores is 1310 or higher.</li> </ul> <p><b>Prior to and including August 2018:</b></p> <ul style="list-style-type: none"> <li>• The student scored at least 410 on the evidence-based reading section and 520 on the math section.</li> </ul> <p><b>Prior to March 2016:</b></p> <ul style="list-style-type: none"> <li>• The student's combined critical reading and math score is 1250 or higher.</li> </ul>		
<b>Bilingual/Biliteracy</b>	<p>Indicate if the student has been recognized for bilingualism/biliteracy by receiving qualifying grades in English as well as another language, and met the exit criteria for the ESL program, and also scored at the Advanced High Level on the TELPAS test.</p> <table border="1" data-bbox="483 1514 1473 1727"> <tr> <td data-bbox="483 1514 560 1727"><b>Date</b></td><td data-bbox="560 1514 1473 1727"> <p>Type the date on which the student met the criteria for acknowledgment in bilingualism/biliteracy. Or, click  to select the date from a calendar. You cannot type a future date.</p> <p>The date is required if the student received acknowledgment for bilingualism/biliteracy.</p> </td></tr> </table>	<b>Date</b>	<p>Type the date on which the student met the criteria for acknowledgment in bilingualism/biliteracy. Or, click  to select the date from a calendar. You cannot type a future date.</p> <p>The date is required if the student received acknowledgment for bilingualism/biliteracy.</p>
<b>Date</b>	<p>Type the date on which the student met the criteria for acknowledgment in bilingualism/biliteracy. Or, click  to select the date from a calendar. You cannot type a future date.</p> <p>The date is required if the student received acknowledgment for bilingualism/biliteracy.</p>		
<b>Dual Credit</b>	<p>Indicate if the student received acknowledgment for his performance in a dual credit course by taking at least 12 hours of college academic courses, or earning an associates degree while in high school.</p> <table border="1" data-bbox="483 1850 1473 2058"> <tr> <td data-bbox="483 1850 560 2058"><b>Date</b></td><td data-bbox="560 1850 1473 2058"> <p>Type the date on which the student met the criteria for acknowledgment in a dual credit course. You cannot type a future date.</p> <p>The date is required if <b>Dual Credit</b> is 1 (<i>acknowledgment for Associate degree</i>) or 2 (<i>acknowledgement for college credit hours</i>).</p> </td></tr> </table>	<b>Date</b>	<p>Type the date on which the student met the criteria for acknowledgment in a dual credit course. You cannot type a future date.</p> <p>The date is required if <b>Dual Credit</b> is 1 (<i>acknowledgment for Associate degree</i>) or 2 (<i>acknowledgement for college credit hours</i>).</p>
<b>Date</b>	<p>Type the date on which the student met the criteria for acknowledgment in a dual credit course. You cannot type a future date.</p> <p>The date is required if <b>Dual Credit</b> is 1 (<i>acknowledgment for Associate degree</i>) or 2 (<i>acknowledgement for college credit hours</i>).</p>		

<b>Associate Degree</b>	<p>Indicate if the student received acknowledgment for earning an associate degree while in high school.</p> <p>TWEDS Data Element: ASSOCIATE-DEGREE-INDICATOR-CODE (E1596) (Code table: C088)</p> <ul style="list-style-type: none"><li>• Rule 40100-0158: This only applies to students in grade level 11 or 12.</li></ul>
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☐ Click **Save**.

<b>Move to Request</b>	<p><input type="checkbox"/> Click <b>Move to Request</b> to move the student's graduation plan next year courses to Scheduling course requests for the upcoming school year.</p> <p>You are prompted to confirm that you want to move requests to Scheduling.</p> <p><input type="checkbox"/> Click <b>OK</b>.</p> <ul style="list-style-type: none"><li>• A student with record status 1 (<i>currently enrolled at this campus</i>) is changed to record status 2 (<i>currently enrolled at this campus, will return next year</i>).</li><li>• A report is generated when the process is completed which indicates that all available courses moved, or lists any courses that did not move.</li></ul> <p><b>IMPORTANT:</b> Once graduation plan courses are moved to course requests, all maintenance on the next year courses must occur in Scheduling. You will no longer see the graduation plan courses for the next year grade level. The data will be displayed with the credit summary information.</p>
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**Add/Change Plan**

- ☐ Click **Add Plan** to assign a graduation plan for the student.
- ☐ Or, click **Change Plan**. If the student already has a plan assigned, the **Change Plan** button is displayed instead of the **Add Plan** button.

A window opens allowing you to add or change the student's plan.





- ☐ Under **Grad Plan**, select the plan to assign to the student.
- ☐ Click **Execute** to assign the graduation plan to the student.
- ☐ You are prompted to confirm that you want to make the change.
- ☐ Click **OK**.

The Grad Plan Assignment Summary report opens in a new window, 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.




- The **Previous Grad Plan** field displays the code for the previous graduation plan, if it exists. Otherwise, the field displays "none."
- The **New Grad Plan** field displays the code for the new graduation plan.
- 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.
- 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.)

[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.

**NOTE:**

- 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.

<b>Print Credit Detail</b>	<p><a href="#">Generate a report of the data displayed on the page, including any unsaved data.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a <b>Close Report, Exit</b>, or <b>Cancel</b> button instead.</p>
<b>PGP</b>	<p><a href="#">Print the student's personal graduation plan.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a <b>Close Report, Exit</b>, or <b>Cancel</b> button instead.</p> <p>This is the same report as Reports &gt; SGP1000 - Student Personal Graduation Plan.</p>

# Personal Graduation Plan (PGP)

## **Graduation Plan > Maintenance > Student > Individual Maintenance > PGP**

This page allows you to view and maintain a student's personal graduation plan (PGP).

You can also change a student's graduation plan and move courses from the student's graduation plan to course requests in Scheduling.

These fields are only entered on this tab for students who have a graduation plan. For all other students, these fields are entered on [Registration > Maintenance > Student > Demo3](#).

**This tab is not enabled until you retrieve a student who has a graduation plan assigned.** (Graduation plans can be assigned using [Utilities > Grad Plan Assignment > By Individual](#) (or [By Group](#)).)

For students with a graduation plan, data can be updated for the current or prior school year. Students who are enrolled during the current school year can only be updated for the current school year. Students who were last enrolled in the prior school year can be updated in the prior school year.

## **Update data:**

[Select a student](#)

☐ To retrieve a student's records, select the student in one of the following ways:

<b>Student</b>	<p>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 <i>begins with</i> 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.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"><li>• Last name, comma, first name (smith, john)</li><li>• Last name initial, comma, first name initial (s,j)</li><li>• Comma, first name (,j)</li></ul>
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<b>Texas Unique Student ID</b>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> 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.</p> <p>Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>
<b>Directory</b>	Click to select a student from the <a href="#">Directory</a> .
<b>(photo)</b>	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <p>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.</p>

- The student's name, current grade level, 9th grade entry date, and cohort year are displayed.
- If multiple records exist for the student due to a grade level or status change, the most recent record is displayed.

<b>Graduation Plan</b>	The code and description of the graduation plan currently assigned to the student are displayed.
<b>PEIMS Grad Type</b>	The PEIMS graduation type code and description associated with the student's plan is displayed.

<b>CPR Date Completed</b>	Type the date on which the student met the Foundation High School Program (FHSP) requirement for cardiopulmonary resuscitation (CPR) instruction. You cannot enter a future date.
<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>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>Foundation</b>	<p>The credits necessary for the foundation high school program (FHSP) are displayed.</p> <p>Indicate if the student is pursuing, not participating, or has completed the FHSP program.</p> <p>TWEDS Data Element: FHSP-PARTICIPANT-CODE (E1541) (Code table: C199)</p> <table border="1" data-bbox="379 376 1473 589"> <tr> <td data-bbox="379 376 603 589"><b>College Career Instruction</b></td><td data-bbox="603 376 1473 589">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.</td></tr> </table>	<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.
<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.		
<b>Endorsement</b>	The credits necessary to earn an endorsement are displayed.		
<b>Distinguished</b>	<p>The credits necessary to complete the distinguished level of achievement under the FHSP are displayed. Indicate if the student is pursuing, not participating, or has completed the program.</p> <p>TWEDS Data Element: FHSP-DISTING-LEVEL-ACHIEVE-INDICATOR-CODE (E1542) (Code table: C199)</p> <p>A student must first complete the <b>Foundation</b> coursework before you can select 2-Completed for <b>Distinguished</b> coursework.</p>		
<b>STAAR EOC Assmnts</b>	<p>The student's EOC Level for each assessment and scale scores for English 3 and Algebra 2 (from Test Scores), as well as the student's <b>Cum GPA</b> and <b>Cum Rank</b> (from Grade Reporting), are displayed.</p> <p><b>Individual Graduation Committee (IGC) Students:</b> For IGC students, I is displayed for Level I in the for any EOC assessment where the student who did not pass with II, III, Approaches, Meets, or Masters, regardless of year assessment was taken.</p> <p><b>NOTES:</b></p> <p>A student is considered IGC if he has a record on his most recent enrollment year on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Local Programs</a> with the <b>Local Program</b> field set to a code that matches the <b>Local Program for IGC Reporting</b> code on State Reporting &gt; Options (even if there is a withdrawal date in the most recent record). If there is no value specified in State Reporting, the program will look for code <i>IGC</i> in the <b>Local Program</b> field on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Local Programs</a> .</p> <p>If student has an <b>End-of-Course Exception</b> for a subject on <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; EOC Exception</a>, this will take precedence over IGC, with <i>ARD Met Standards</i> defaulting to I and <i>AAR Exempt</i> defaulting to N/A.</p> <p>Other than EOC Exception and IGC, subjects taken prior to 2017 will use I, II, III. Subjects taken 2017 and later will use DidNotMeet, Approaches, Meets, Masters.</p>		

☐ Under **College Readiness:**

These fields facilitate monitoring student progress toward college readiness.

<b>ACT</b>	The highest composite, math, reading, and English scores are displayed.
<b>SAT</b>	The highest old test version combined, math, and reading scores and highest new test version math and evidence-based reading section scores are displayed.
<b>TSIA</b>	<p>The student's highest Texas Success Initiative Assessment (TSIA) scores are displayed for math, reading, writing, TSI WritePlacer, and ABE Writing Diagnostics including blanks.</p> <p>If only one row exists, those scores are displayed (including blanks).</p>
<b>TSIA2</b>	<p>The student's highest Texas Success Initiative Assessment (TSIA) scores are displayed for math diagnostic, math, ELAR, WPI, and ABE Writing Diagnostics including blanks.</p> <p>If only one row exists, those scores are displayed (including blanks).</p>





<b>College Readiness</b>	<p>You can select up to four exams where the student has met the minimum score requirements (as listed below) and is therefore exempt from taking the Texas Success Initiative (TSI) exam. You must enter the exam date for each exam selected. You can only select an exam if the student received the minimum score.</p> <ul style="list-style-type: none"> <li>• If you select at least one score that exempts the student from TSI, “TSI Exempt” is displayed next to the exam.</li> <li>• If no exams have been selected, “TSI Required” is displayed.</li> </ul> <p>Minimum score requirements:</p> <ul style="list-style-type: none"> <li>• ACT: A composite score of 23 or greater, with an English score of 19 or greater and a Math score of 19 or greater.</li> <li>• GED ELAR: A minimum score of 165 on the Reasoning Through Language Arts (RLA) subject test shall be exempt for English Language Arts (ELAR).</li> <li>• GED Math: A minimum score on the Mathematical Reasoning subject test shall be exempt for mathematics.</li> <li>• HiSET ELAR: A minimum score of 15 on the Reading subtest and a minimum score of 15 on the Writing subtest, including a minimum score of 4 on the essay, shall be exempt for English Language Arts Reading (ELAR).</li> <li>• HiSET Math: A minimum score of 15 on the Mathematics subtest shall be exempt for mathematics.</li> <li>• SAT (old version): A combined score of 1070 or greater, with Reading and Math scores of 500 or greater.</li> <li>• SAT (new version): Evidence-Based Reading and Writing scores of 480 or greater, and Math Section score of 530 or greater with no combined score requirements.</li> <li>• STAAR EOC: English III score of 4000 or greater, and STAAR EOC Algebra II score of 4000 or greater.</li> <li>• TSIA (Texas Success Initiative Assessment): Student has passed the TSIA exam as follows: <ul style="list-style-type: none"> <li>• Reading: a score in the range of 351-390 in the multiple-choice section.</li> <li>• Mathematics: a score in the range of 350-390 in the multiple-choice section.</li> <li>• Writing: <ul style="list-style-type: none"> <li>• Placement Score of 340-390 in the multiple-choice section, and a score of 4 on the essay; or</li> <li>• Placement Score of 310-339 in the multiple-choice section, and a score of 4, 5, or 6 on the ABE Diagnostic section, and an essay score of 5 (you must meet all three).</li> </ul> </li> </ul> </li> <li>• TSIA2 (Texas Success Initiative Assessment): Student has passed the TSIA exam as follows: <ul style="list-style-type: none"> <li>TSIA2 Math <ul style="list-style-type: none"> <li>State Math Cut Scores of: <ul style="list-style-type: none"> <li>• 950-990 or,</li> <li>• 910-949 with a Diagnostic Level of 6</li> </ul> </li> </ul> </li> <li>TSIA2 ELAR <ul style="list-style-type: none"> <li>State ELAR Cut Scores of: <ul style="list-style-type: none"> <li>• 945-990 with an Essay of 5-8 or,</li> <li>• 910-944 with a Diagnostic Level of 5-6 &amp; an Essay of 5-8</li> </ul> </li> </ul> </li> </ul> </li> <li>TSIA2 <ul style="list-style-type: none"> <li>• TSIA2 Math and TSIA2 ELAR State Cut Scores are both met.</li> </ul> </li> </ul> <p><b>NOTE:</b> Both English III and Algebra II exams must meet the minimum score to exempt the student from the TSI exam based solely on STAAR EOC.</p> <p>For more information about TSI, see the Texas Education Code, §51.3062.</p>
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The following are also displayed but do not affect a student's TSI exemption:

<b>ACT PLAN</b>	The highest composite, math, reading, English, and science scores are displayed.
<b>PSAT Old</b>	The highest combined, math, and reading scores from PSAT assessments taken prior to October 2015 are displayed.
<b>PSAT New</b>	The highest combined, math, and reading scores from PSAT assessments taken October 2015 or later under the revised PSAT are displayed. This only applies to the PSAT 10 and PSAT/NMSQT exams. Results from PSAT 8/9 exams are not displayed.
<b>PSAT Section Scores</b>	The highest Math Section and Evidence-Based Reading and Writing Section Scores from PSAT assessments taken October 2015 or later are displayed.

<b>Diagnostic Information</b>	Data is displayed according to the following fields:  <b>Dyslexia</b> on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Local Programs</a>  <b>EB</b> on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Bil/ESL</a>  <b>Migrant</b> on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo3</a>  <b>G/T</b> on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; G/T</a>  <b>Special Education</b> on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; SpecEd</a>  <b>Retained</b> on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; At Risk</a>					
<b>Accelerated Learning Plan</b>	Select up to five accelerated learning plans for the student. These are maintained on <a href="#">Maintenance &gt; District &gt; Tables &gt; Accelerated Learning</a> .					
<b>Monitor Plan</b>	Select up to 10 monitor plans for the student. These are maintained on <a href="#">Maintenance &gt; District &gt; Tables &gt; Monitor Plan</a> .					
<b>Parent's Educational Expectation</b>	Select up to three parent expectations for the student. These are maintained on <a href="#">Maintenance &gt; District &gt; Tables &gt; Parent/Guardian Expectations</a> .					
<b>Financial Aid Application</b>	<div>Complete this section to record the student's Financial Aid application status and the application date the student completed the application or submitted an exception.</div> <table><tr><td><b>Status</b></td><td>Use the drop-down menu to select 01 or 02 to indicate the application status. FINANCIAL-AID-APPLICATION-CODE indicates the manner in which the student completed the graduation requirement of either submitting a financial aid application (FAFSA or TASFA) or submitting an exception.</td></tr><tr><td><b>Met Date</b></td><td>Type the month and date in MM-YYYY format. FINANCIAL-AID-APPLICATION-REQUIREMENT-MET-DATE indicates the month and year that the student completed a financial aid application (FAFSA or TASFA) or submitted an exception.</td></tr></table>		<b>Status</b>	Use the drop-down menu to select 01 or 02 to indicate the application status. FINANCIAL-AID-APPLICATION-CODE indicates the manner in which the student completed the graduation requirement of either submitting a financial aid application (FAFSA or TASFA) or submitting an exception.	<b>Met Date</b>	Type the month and date in MM-YYYY format. FINANCIAL-AID-APPLICATION-REQUIREMENT-MET-DATE indicates the month and year that the student completed a financial aid application (FAFSA or TASFA) or submitted an exception.
<b>Status</b>	Use the drop-down menu to select 01 or 02 to indicate the application status. FINANCIAL-AID-APPLICATION-CODE indicates the manner in which the student completed the graduation requirement of either submitting a financial aid application (FAFSA or TASFA) or submitting an exception.					
<b>Met Date</b>	Type the month and date in MM-YYYY format. FINANCIAL-AID-APPLICATION-REQUIREMENT-MET-DATE indicates the month and year that the student completed a financial aid application (FAFSA or TASFA) or submitted an exception.					




<b>Endorsements</b>	<p>Indicate if the student is pursuing, not participating, or has completed each endorsement.</p> <p>TWEDS Data Elements:  STEM-ENDORSEMENT-INDICATOR-CODE (E1544)  PUBLIC-SERVICES-ENDORSEMENT-INDICATOR-CODE (E1546)  BUSINESS-AND-INDUSTRY-ENDORSEMENT-INDICATOR-CODE (E1545)  MULTI-DISCIPLINARY-STUDIES-ENDORSEMENT-INDICATOR-CODE (E1548)  ARTS-AND-HUMANITIES-ENDORSEMENT-INDICATOR-CODE (E1547)  Code table: C199</p> <table border="1" data-bbox="432 479 1476 562"> <tr> <td data-bbox="432 479 679 562"><b>Date Completed</b></td> <td data-bbox="684 479 1476 562">If completed, type the date of completion, or click  to select a date.</td> </tr> </table>	<b>Date Completed</b>	If completed, type the date of completion, or click  to select a date.
<b>Date Completed</b>	If completed, type the date of completion, or click  to select a date.		
<b>PGP Acknowledgement</b>	Type the dates for the student, parent/guardian and counselor signatures, or click  to select a date.		

☐ Click **Save**.








☐ Under **Industry Based Certification**

☐ Click **+Add** to add a new row.

<b>Certification</b>	<p>Indicate a credential or certification earned by the student.</p> <p>TWEDS Data Element: POST-SECONDARY-CERTIFICATION-LICENSURE-CODE (E1640)  (Code Table: 214)</p>
<b>Date Taken</b>	Type the date of completion, or click  to select the date from a calendar.
<b>Result</b>	<p>Use the drop-down menu to select the result code.</p> <p>TWEDS Data Element: POST-SECONDARY-CERTIFICATION-LICENSURE-RESULT (E1733)  (Code Table: C232) indicates the result of a state, nationally, or internationally recognized industry-based certification exam taken by a student.</p>
<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> <p>TWEDS Data Element: IBC-EXAM-FEE-AMOUNT (E1654)</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> <p>TWEDS Data Element: IBC-VENDOR-CODE (E1655)</p>
<b>Reimburse</b>	Select this field if a prior or current LEA received the one-time allowed industry-based certification fee reimbursement for the student.

<b>Enrolled</b>	<p>Select this field if the student is enrolled at the time a certification exam was taken. Update in Graduation Plan and Registration.</p> <p>If selected the Industry Based Certification will extract to State Reporting for the appropriate PEIMS submission.</p>
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## Other features and functions

<b>Move to Request</b>	<p><input type="checkbox"/> Click <b>Move to Request</b> to move the student's graduation plan next year courses to Scheduling course requests for the upcoming school year.</p> <p>You are prompted to confirm that you want to move requests to Scheduling.</p> <p><input type="checkbox"/> Click <b>OK</b>.</p> <ul style="list-style-type: none"> <li>• A student with record status 1 (<i>currently enrolled at this campus</i>) is changed to record status 2 (<i>currently enrolled at this campus, will return next year</i>).</li> <li>• A report is generated when the process is completed which indicates that all available courses moved, or lists any courses that did not move.</li> </ul> <p><b>IMPORTANT:</b> Once graduation plan courses are moved to course requests, all maintenance on the next year courses must occur in Scheduling. You will no longer see the graduation plan courses for the next year grade level. The data will be displayed with the credit summary information.</p>
<b>Print Credit Detail</b>	<p><a href="#">Generate a report of the data displayed on the page, including any unsaved data.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p>

**Add/Change Plan**

☐ Click **Add Plan** to assign a graduation plan for the student.

☐ Or, click **Change Plan**. If the student already has a plan assigned, the **Change Plan** button is displayed instead of the **Add Plan** button.

A window opens allowing you to add or change the student's plan.

☐ Under **Grad Plan**, select the plan to assign to the student.

☐ Click **Execute** to assign the graduation plan to the student.

☐ You are prompted to confirm that you want to make the change.


☐ Click **OK**.


The Grad Plan Assignment Summary report opens in a new window, 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.


- The **Previous Grad Plan** field displays the code for the previous graduation plan, if it exists. Otherwise, the field displays "none."
- The **New Grad Plan** field displays the code for the new graduation plan.
- 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.
- 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.)


[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.

**NOTE:**


- 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.


**PGP**


[Print the student's personal graduation plan.](#)

**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.

This is the same report as Reports > SGP1000 - Student Personal Graduation Plan.

# StudentPortal

Use the Table of Contents to access a page.

# Campus Options

**Graduation Plan > Maintenance > StudentPortal > Campus Options**

This page allows you to enable or disable access to Graduation Plan in ASCENDER StudentPortal for campuses that use Graduation Plan.

<b>Use Graduation Plan</b>	Enable or disable access to StudentPortal:  <i>Closed</i> - Disable graduation plan data in StudentPortal. Students will not see the option.  <i>Open</i> - Enable graduation plan data in StudentPortal. Students will be able to update their graduation plan.  <i>Read Only</i> - Allow students and parents to view graduation plans in StudentPortal but not make changes.
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☐ Click **Save**.

# Reports

Use the Table of Contents to access a page.

# Graduation Plan Reports

***Graduation Plan > Reports > Graduation Plan Reports***

This page allows you to select the report you want to generate.

You may select prior year records or change campuses by clicking on **Change** and selecting from the drop-down menus.



Preview

PDF

CSV

Clear Options

**Program Report Group**

- [SRG0100 - Campus Information](#)
- [SRG0600 - Student Special Program Listing](#)
- [SRG0650 - PK/Elem Student Special Program Listing](#)
- [SRG1100 - Student Status Changes](#)
- [SRG1200 - Student Status Changes by Program](#)
- [SRG1400 - Student Exemptions](#)
- [SRG1500 - Student At Risk Listing](#)
- [SRG1600 - Student At Risk Profile](#)
- [SRG1900 - Local Program Enrollment Count](#)

**Student Report Group**

- [SRG0200 - Student Name Listing](#)
- [SRG0300 - Student Address Listing](#)
- [SRG0400 - Student Information Sheets](#)
- [SRG0500 - Student Birthday Listing](#)
- [SRG0700 - Student Missing Forms](#)
- [SRG0710 - Standard Forms Printing](#)
- [SRG0720 - Online Registration Forms Related Reports](#)
- [SRG0730 - Percentage of Forms Submitted per Campus](#)
- [SRG0800 - Student Registration Forms](#)
- [SRG0810 - Blank Registration Forms](#)
- [SRG1001 - Student Address Labels](#)
- [SRG1002 - Student Name Labels](#)
- [SRG1300 - Student Bus Information](#)
- [SRG1800 - Enrollment by District of Residence](#)
- [SRG2000 - Student Contact Information](#)
- [SRG2400 - Students Without a ParentPortal Account Report](#)
- [SRG2600 - Attendance Zones Invalid Addresses](#)
- [SRG3014 - State Performance Plan14 Information](#)
- [SRG4000 - Charter School Waitlist Roster Report](#)
- [SRG5000 - Special Education Language Acquisition \(SELA\) Roster Report](#)
- [SRG5010 - Child Find SPPI-11 Student Roster Report](#)
- [SRG5020 - Child Find SPPI-12 Student Roster Report](#)
- [SRG6010 - Pandemic Electronic Benefit Transfer \(P-EBT\)](#)

**Withdrawal Report Group**

- [SRG0900 - Withdrawal Transfer Form](#)
- [SRG1700 - Leaver Tracking Report](#)
- [SRG2100 - Student Withdrawal Report](#)
- [SRG2200 - Student No Show Report](#)
- [SRG2300 - Student Information Request](#)
- [SRG2500 - Student First Day Counts No Show Report](#)

**Non-Enrolled Student Report Group**

- [SRG9000 - UIL Activity Participation](#)

**SRG9000 - UIL Activity Participation**

Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text" value="2023"/>	
Campus ID (Blank for All)	<input type="text"/>	⋮
Grade Level (Blank for All)	<input type="text"/>	⋮
UIL Activity (Blank for All)	<input type="text"/>	
Print Student SSN (Y,N,M)	<input type="text"/>	
Include Non-Reported Students (Y,N)	<input type="text"/>	

## Select a report:

All available reports are displayed on the left side of the page. The list of available reports remains displayed on the page after you select a report name, which allows you to select another report without exiting the selected reports menu.

☐ Click a report name to select it. The parameters for the selected report are displayed on the right side of the page.

☐ Type or select the report options. **Parameters in bold are required.**

☐ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the CSV button will be disabled if that report is selected.

- **Preview** - Click to generate the HTML view of the report. [Review, save and/or print the report.](#)
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - This option is not available for this report.
- **Clear Options** - Click to clear data from all parameter fields.

## Sort and filter:

Some reports may or may not provide the sort and/or filter option.


<b>Sort</b>	<b>Sort report data:</b> You can sort data to make it easier to review or find records in the reports. Not all reports allow this option. From the report window, click <b>Sort/Filter</b> to open the Sort/Filter window. By default, the <b>Sort Criteria</b> section is expanded. If not, click <b>Sort Criteria</b> .	
	<b>(Left grid) Columns Available for Sorting</b>	Select the columns by which you want to sort, the columns are highlighted blue. Click ► to move the selected columns to the right side of under <b>Sort Columns</b> . Continue moving columns to the right grid as needed.
	<b>(Right grid) Sort Columns</b>	You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location. In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid.
Click <b>OK</b> to apply the selected sort criteria to the report. Click <b>Cancel</b> to close the window without re-sorting.		

<b>Filter</b>	<b>Filter report data:</b> When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option. From the report window, click <b>Sort/Filter</b> to open the <b>Sort/Filter</b> window. By default, the <b>Sort Criteria</b> section is expanded. Click <b>Filter Criteria</b> to expand the <b>Filter Criteria</b> section. If the report does not allow sorting, the <b>Filter</b> button is displayed instead of the <b>Sort/Filter</b> button, and sort criterion fields are not available. Click <b>Add Criterion</b> to add new filter criteria. A blank row is displayed in the grid.	
	<b>Field</b>	<b>Description</b>
	<b>Column</b>	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
	<b>Operator</b>	Select an operator. = Equals ≠ Not equals < Less than ≤ Less than or equal to > Greater than ≥ Greater than or equal to
	<b>Value</b>	Type the value by which you want to filter. For example, if you selected a date in the <b>Column</b> field, type a date to view only data for a specific date.
	<b>Other functions and features:</b>	
	<b>Add Criterion</b>	<a href="#">Add another row.</a> Select the logical connector ( <i>AND</i> or <i>OR</i> ) in the <b>Logical</b> field. Continue adding rows as needed. Using the <i>AND</i> operator limits search results, because the program looks only for records that contain both criterion. Using the <i>OR</i> operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
	<b>Delete Selected</b>	<a href="#">Delete selected row.</a> Select the row, and then click the <b>Delete Selected</b> button. The row is deleted from the filter criteria.
	Click <b>OK</b> to apply the selected filter criteria to the report. Click <b>Cancel</b> to close the dialog box without applying a filter.	
	<b>Reset</b>	<a href="#">Reset report data.</a> Click to restore the report to the original view, removing all sorting and filtering that has been applied.
<b>Reset</b>	<b>Reset report data:</b> Click to restore the report to the original view, removing all sorting and filtering that has been applied.	

# SGP0100 - District Graduation Plan Detail

## Graduation Plan > Reports > SGP0100 - District Graduation Plan Detail

This report allows you to print the graduation plan requirements for one or all district-defined graduation plans, and for all courses or only default courses.

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Graduation Plan (Blank for All)	Type the grad plan code, click  to <a href="#">select the code</a> , or leave blank to select all grad plans.
Courses to Print (D=Default Courses Only, Blank for All)	D - Select only default courses. Blank - Select all courses.

# SGP0200 - Students Lacking Credits for Graduation

## *Graduation Plan > Reports > SGP0200 - Students Lacking Credits for Graduation*



This report allows you to print data for all students lacking credit for one or more subject, as indicated on [Maintenance > Student > Individual Maintenance > Credit Summary](#). The program first evaluates if the student is lacking credit in at least one subject.

### 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 that end in XXX will be accepted in the student's graduation plan. For local service IDs that end in characters other than XXX, the first five digits must match the service ID in the district course table.

Parameter	Description
<b>Campus ID (Blank for All)</b>	<p>Type the three-digit campus ID, or click  to <a href="#">select the campus</a>. Leave blank to select all campuses in the district.</p> <p><b>NOTE:</b> If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the <b>Exclude from District Reporting</b> field selected on <a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Control Info</a>) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.</p>
<b>Current Grade Level (Blank for All)</b>	<p>Type the two-character grade level, click  to <a href="#">select the grade level</a>, or leave blank to select all grade levels.</p> <p>Select the student's current year grade level.</p>
<b>Subjects to Print (L=Only Subject Areas w/ Lacking Credits, A=All Subject Areas)</b>	<p>If the student is lacking credit in at least one subject:</p> <p>L - Include only subjects where the student is lacking credit.</p> <p>A - Include all subjects for students are lacking credit in one or more subjects.</p>

# SGP0350 - Student Graduation Requirements

## Graduation Plan > Reports > SGP0350 - Student Graduation Requirements

This report allows you to view a student's current standing against a specific graduation plan, which will allow you to monitor the student's progress and determine if the student is on track to graduate.





### 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 that end in XXX will be accepted in the student's graduation plan. For local service IDs that end in characters other than XXX, 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 <a href="#">select the campus</a> .

Parameter	Description
<b>Student IDs (Blank for All)</b>	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to <a href="#">select the students</a> . Leave blank to select all students.
<b>Current Graduation Plan (Blank for All)</b>	Type the grad plan code, click  to <a href="#">select the code</a> , or leave blank to select all grad plans. This is the plan currently assigned to the student.
<b>Proposed Graduation Plan</b>	(Optional) Type the grad plan code, or click  to <a href="#">select the code</a> . This allows you to compare a student to a graduation plan other than the plan to which he is currently assigned.
<b>Current Grade Level (Blank for All)</b>	Type the two-character grade level, click  to <a href="#">select the grade level</a> , or leave blank to select all grade levels. Select the student's current year grade level.
<b>Sort Order (A=Alpha, G=Alpha within Grade Level, P=Alpha within Graduation Plan)</b>	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.
<b>Include Withdrawn Students (Y, N)</b>	Y - Include withdrawn students.  N - Do not include withdrawn students.



# SGP0400 - Educational Planning Transcript

## Graduation Plan > Reports > SGP0400 - Educational Planning Transcript

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 that end in XXX will be accepted in the student's graduation plan. For local service IDs that end in characters other than XXX, the first five digits must match the service ID in the district course table.

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



## Report field descriptions

<b>STAAR EOC Assessment</b>	<p><b>Individual Graduation Committee (IGC) Students:</b> For IGC students, I is displayed for Level I in the for any EOC assessment where the student who did not pass with II, III, Approaches, Meets, or Masters, regardless of year assessment was taken.</p> <p><b>NOTES:</b></p> <p>A student is considered IGC if he has a record on his most recent enrollment year on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Local Programs</a> with the <b>Local Program</b> field set to a code that matches the <b>Local Program for IGC Reporting</b> code on State Reporting &gt; Options (even if there is a withdrawal date in the most recent record). If there is no value specified in State Reporting, the program will look for code <i>IGC</i> in the <b>Local Program</b> field on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Local Programs</a> .</p> <p>If student has an <b>End-of-Course Exception</b> for a subject on <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; EOC Exception</a>, this will take precedence over IGC, with <i>ARD Met Standards</i> defaulting to I and <i>AAR Exempt</i> defaulting to N/A.</p> <p>Other than EOC Exception and IGC, subjects taken prior to 2017 will use I, II, III. Subjects taken 2017 and later will use DidNotMeet, Approaches, Meets, Masters.</p>
<b>SE</b>	<p><b>SE</b> is Special Explanation (also known as special consideration). If the student takes two sections of the same course in semesters 1 and 2, and if the first course record has a code, the code is displayed. If the first course record is blank but the second course record has a code, that code is displayed. If neither course record has a code, the <b>SE</b> column is blank.</p> <p><b>SE Codes</b></p> <ul style="list-style-type: none"> <li>• A - Articulated credit course</li> <li>• C - Correspondence course from an approved higher education institution</li> <li>• D - Dual credit (college course taken for both high school and college credit)</li> <li>• E - Credit by exam (80%)</li> <li>• G - Gifted/Talented</li> <li>• H - Honors</li> <li>• I - IB course</li> <li>• J - Course completed prior to Grade 9</li> <li>• K - Pre IB Course</li> <li>• L - Local Credit</li> <li>• M - Magnet Course</li> <li>• N - Night School</li> <li>• P - AP Course</li> <li>• Q - Pre AP Course</li> <li>• R - Summer School, Night School, or other instructional arrangement</li> <li>• T - Credit Awarded by Examination (70%)</li> <li>• V - Content modified</li> <li>• X - Innovative Course</li> <li>• Z - Distance Learning</li> <li>• 1 - Course providing PE equivalency or PE waiver</li> <li>• 2 - Part of a coherent sequence of CTE courses for Technology Applications credit</li> <li>• 3 - Transfer credit from non-Texas public school</li> <li>• 4 - CTE course that satisfies another graduation requirement</li> </ul>

<b>TSIA Scores - Math</b>	Test Scores > Maintenance > Individual Maintenance > TSIA	<b>TSI Mathematics Placement - Score</b>
<b>TSIA Scores - Read</b>	Test Scores > Maintenance > Individual Maintenance > TSIA	<b>TSI Reading Placement - Score</b>
<b>TSIA Scores - Writ</b>	Test Scores > Maintenance > Individual Maintenance > TSIA	<b>TSI Writing Placement - Score</b>
<b>TSIA Scores - WPI</b>	Test Scores > Maintenance > Individual Maintenance > TSIA	<b>TSI WritePlacer - Score</b>
<b>TSIA Scores - ABE</b>	Test Scores > Maintenance > Individual Maintenance > TSIA	<b>ABE Writing Diagnostics - Score</b>
<b>Outstanding Performance on Assessment</b>	<p>The <b>Outstanding Performance on Assessment</b> section displays data as follows:</p> <ul style="list-style-type: none"> <li>• N/A is displayed if the student does not have outstanding performance on any assessment.</li> <li>• ACT is displayed if the student has a composite score of 28 or greater on the ACT test.</li> <li>• PSAT is displayed if the student is commended for the PSAT score.</li> <li>• SAT is displayed if: <ul style="list-style-type: none"> <li>• (Old version) The student has a combined math and reading score of 1250</li> <li>• (New version) The student has at least 410 on the evidence-based reading section score and 520 on the math section score</li> </ul> </li> </ul> <p>If a student repeated a grade level, the ending of the first school year separated by "to" and the ending of the second school year displays next to the grade level (e.g., 17 to 18 instead of 17/18).</p>	
<b>Industry Credentials or Certification</b>	Graduation Plan > Maintenance > Student > Individual Maintenance > PGP (if student has a graduation plan)	<b>Industry Credentials or Certification</b>
<b>Industry Credentials or Certification</b>	Registration > Maintenance > Student Enrollment > Demo3 (if student does not have a graduation plan)	<b>Industry Certification 1-15</b>
<b>Parameter</b>	<b>Description</b>	
<b>Campus ID</b>	Type the three-digit campus ID, or click  to <a href="#">select the campus</a> .	
<b>Current Grade Level (Select Grade Level or Student ID)</b>	Type the two-character grade level, click  to <a href="#">select the grade level</a> , or leave blank to select all grade levels. Select the student's current year grade level.	
<b>Student IDs (Blank for All)</b>	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to <a href="#">select the students</a> . Leave blank to select all students.	
<b>Print Rank And GPA (Y, N, R=Rank Only, G=GPA Only)</b>	<p>Y or blank - Print both rank and GPA.</p> <p>N - Do not print rank or GPA.</p> <p>R - Print only rank.</p> <p>G - Print only GPA.</p>	



Parameter	Description
<b>Print Acknowledgment Date and Parent's Expectation (Y, N)</b>	<p>Y - Print the acknowledgment dates and parent expectations if entered on <a href="#">Maintenance &gt; Student &gt; Individual Maintenance &gt; PGP</a>.</p> <p>N - Do not print the acknowledgement dates or parent expectations.</p>
<b>Performance Acknowledgment (Y,N)</b>	<p>Y - Print all Performance Acknowledgment data.</p> <p>N or blank - Do not print Performance Acknowledgment data.</p>
<b>Include Withdrawn Students (Y, N)</b>	<p>Y - Include withdrawn students.</p> <p>N - Do not include withdrawn students.</p>

# SGP1100 - Graduation Plan Summary

## Graduation Plan > Reports > SGP1100 - Graduation Plan Summary

This report provides list of students and the graduation plan assigned to each student, as well as the student's grade level, cohort, graduation type, distinguished level of achievement, and endorsements. The report allows counselors to see which students would be affected if a change is made to a graduation plan.

You can also view a list that displays total student counts by graduation plan, graduation type, and grade level which does not include specific student data.

Parameter	Description
<b>Campus ID</b>	Type the three-digit campus ID, or click  to <a href="#">select the campus</a> .
<b>Current Grade Level (6-12, Blank for All)</b>	Type the two-character grade level, click  to <a href="#">select the grade level</a> , or leave blank to select all grade levels. Select the student's current year grade level.
<b>Student Listing (Y, N, Blank=Y)</b>	Y or blank - Print student-level data.  N - Print student total counts only, sorted by graduation plan, graduation type, and grade level.
<b>Graduation Type (Blank for All)</b>	Type the grad plan codes separating multiple codes with a comma, or <a href="#">select the codes</a> , Leave blank to select all grad plans.
<b>Only Student w/o Grad Type (Y, N)</b>	Y - Only include student whose graduation type is blank.  N - Include all students, regardless of graduation type.

# Utilities

Use the Table of Contents to access a page.



# Delete Graduation Plan

## Graduation Plan > Utilities > Delete Graduation Plans

This utility deletes the graduation plan for one or more students.

### Delete data:

☐ Use one or more of the following fields to select the student(s) for whom you want to delete the graduation plan:

<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.  Leave blank to retrieve all students who meet the specified criteria.  A No Show student can be selected; however the student is not included in the <b>Student</b> autosuggest so you must know the name or student ID.
<b>Grad Plan</b>	Select the graduation plan currently assigned to the students. Leave blank to retrieve students with any graduation plan.
<b>Grade Level</b>	Select the current grade level of the students. Leave blank to retrieve students in all grade levels.
<b>Campus</b>	Select the campus at which the students are currently enrolled. Leave blank to retrieve students at all campuses.

☐ Click **Retrieve**.

The students that meet the criteria are listed on the right.

<b>Delete Grad Plan</b>	Select individual students for whom you want to delete the current graduation plan. Or, select the check box in the column heading to select all students in the list.
-------------------------	---

☐ Click **Delete**.

A message is displayed indicating that the graduation plan was deleted for the selected students.

This page is intentionally blank.

# Grad Plan Assignment

Use the Table of Contents to access a page.

# By Group (Grad Plan Assignment)

## Graduation Plan > Utilities > Grad Plan Assignment > By Group

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:

<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.  This the plan <i>to which</i> you are changing students.
<b>Grade Level</b>	Select the current year grade level of the students to whom you are assigning the graduation plan.
<b>Grad Plan</b>	Select the graduation plan <i>currently assigned</i> to the students.  <i>No Plan</i> - Retrieve only students who have a blank graduation plan field.  <i>All Students</i> - Retrieve all students.

☐ Click **Retrieve**.

The student's name and grade level are displayed.

- If there are multiple pages, [page through the list](#).

<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.

☐ 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:


<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.

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  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.

# 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 > 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.
- 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>	<p>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.</p> <p>If you do not know the student ID, click  to search for a student in the <a href="#">directory</a>.</p>
----------------	---

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.

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  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.



# Grad Plan Course Change

## **Graduation Plan > Utilities > Grad Plan Course Change**

This utility allows changes or deletes a course in the district-level graduation plan. The change affects the student graduation plans for all students assigned to the graduation plan.

The new course must be offered at the next year scheduling campus for students already assigned the graduation plan, or it will not be assigned to the student.


### 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 that end in XXX will be accepted in the student's graduation plan. For local service IDs that end in characters other than XXX, the first five digits must match the service ID in the district course table.

### Update data:

<b>Grad Plan</b>	Select the graduation plan to be changed at the district level and in the plans of all students assigned to the graduation plan. The PEIMS graduation type description is also displayed.		
<b>Subject Area</b>	Select the subject area in which the change is occurring.		
<b>Number</b>	Select the course number to be changed. The field is populated with the courses from the selected subject as defined in the district-level graduation plan on <a href="#">Maintenance &gt; District &gt; Graduation Requirements</a> .  The course title, service ID, and number of credits are displayed for the selected course, as well as data from the Graduation Requirements page.		
<b>Change or Delete</b>	<b>Change</b>	If selected, you must specify the new course to replace the old course. Additional fields are displayed under <b>Select the new course to replace the current course</b> .	
		<b>Number</b>	Type the four-digit course number you want to change, or click  to <a href="#">select the course</a> .  The course title, service ID, and number of credits are displayed for the selected course.
		<b>Meets Requirement</b>	Select if the course meets the state requirements for the subject for the plan. A course may meet the requirements even if it is not a default course. For example, English I may be the default course for 9th grade; however, English I - Pre-AP also meets the requirements for the plan.
		<b>Default</b>	Select if the course is a default course for the grade level (e.g., English I for 9th grade). The default course will automatically be assigned to the student when the graduation plan is initially assigned, but it can be adjusted as needed.  <b>NOTE:</b> You cannot have more total <b>Default</b> courses than the <b>Total Subject Credit Required</b> field indicates.
	<b>Delete</b>	If selected, the course is deleted from the graduation plan at the district level as well as the graduation plans of all students assigned to the graduation plan.  This change is also made for all students who were ever initially assigned to a graduation plan in which this course was added as a default.	

☐ Click **Execute**.


You are prompted to confirm that you want to make the change.


☐ Click **OK**.


A summary report is displayed, and any exceptions are indicated.


[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.

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# Mass Move to Requests

**Graduation Plan > Utilities > Mass Move to Request**

This utility moves the courses from student graduation plans to course requests in Scheduling by grade level. Courses are only moved for students with a graduation plan. This is the same function performed on [Maintenance > Student > Individual Maintenance](#); however, the courses are moved for all students in the selected grade level. The student's Registration record status code is updated during the process. Withdrawn students are not included.

Courses are not moved when the following conditions exist:

- The student has any scheduling course request. The student is not listed on the report.
- A course in the student's graduation plan is not offered at his next year campus. The exception is listed on the report.

**NOTE:** If a course in the student's graduation plan is invalid because a new course number length has been committed on [Scheduling > Maintenance > Master Schedule > District > District Control](#), the graduation plan course number will be converted to the new course number, and the new course number will be moved to course requests in Scheduling.

Execute

Mass Move Request

Select the grade level for which Grad Plan courses will be moved to Scheduling Course Requests

Grade Level

09 ▾

**Update data:**

Grade Level	Select the current year grade level of the students for whom you want to move courses to Scheduling course requests. Courses are moved to Scheduling for the student's next year grade level.
-------------	---


☐ Click **Execute**.


You are prompted to confirm that you want to make the change. Click **OK**.

A summary report is displayed listing courses that were not moved, and any exceptions are indicated.


[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.

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