

CIMS GRADUATION REQUIREMENTS

For Collecting and Reporting District and State Requirements

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Muskegon Area Intermediate School District

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INTRODUCTION AND OVERVIEW

An Attribute has been assigned as the designator for the State Graduation Plan across all districts using the MAISD CIMS Student System. The Attribute has not been defined as being *Required* when a student is being entered into the system but this can be changed on a district-by-district basis. If you have committed to using the Graduation Requirements portion of the system you will need to decide if your district will use the same Plans and Categories for both the District and State Requirements or if you want to keep track of the plans independently of each other. If you decide to use two separate attributes and/or want the second attribute field to be required for all students as they are being entered into CIMS, please contact MAISD Technology Staff. Keep in mind that if you request this to be a *Required* Attribute, **all** students will need this field filled in as they are being entered into CIMS, regardless of which building or grade level they are being entered into. Please notify the appropriate staff in your buildings of the codes to be used in this field as they enroll students.

In order to implement the option of collecting District Graduation Requirements separately from State Graduation Requirements, a general understanding of the Graduation Requirements portion of the program is necessary, so the following overview is being provided.

The Year of Graduation field on the Basic Student Screen is the link for each student to their Graduation Plan. The Year of Graduation attribute has been defined so that a range of 00 – 99 are accepted values in this field and has also been designated as the location of the District Graduation Plan. Thus, if a student is being entered into the system and his expected Graduation year is 2009, then his credits earned in the various subjects will be applied to various categories defined for the Graduation Plan 09. The Year of Graduation is a *Required* field and that aspect WILL NOT change.

Graduation Plans are defined in STU.310 and you need a plan defined for each active grade level in your building, based on their Year of Graduation; this allows each grade level to have their own requirements, independent of the other grade levels. Within each Plan (grad year) you define different Categories (subject areas) for which you specify the number of credits required. As credits are earned and posted to the transcript file, they are applied to the various categories based on the definitions of your courses in SCH.310. A single course can be applied to a number of Graduation categories, meaning that "extra" credits (those above the number required) can be applied to subsequent categories that you may allow. Additionally, you can specify a specific Graduation Plan category for a course when entering in your students' course requests in SCH.410.

You can view an individual student's Graduation Requirements status using GRD.310. This screen is *Look* only access. On this screen you can toggle between district and

state plans or print the plan that is currently displayed. You can also generate a report using several selection criteria, for individual students or selected groups of students. The requirements are also manageable through a student's course request screen and are posted to the transcript file as grade titles are transcribed.

The least confusing way of keeping track of both sets of requirements might be using the same plan (based on the Year of Graduation attribute). If you choose to use two attributes, then the values available for the State Reqs (range of S0-S9) will limit you to only 10 years worth of separate plans unless you use one value for multiple grade levels. Doing this may confuse the users who are enrolling students in the building that are not as familiar with Graduation Plans, Requirements, Scheduling, etc.

As another option you could choose to mass fill the State Grad Req attribute when your incoming grade level starts in your building. This gives you assurance of the accuracy of the data and can be done by using a combination of tags and attributes. Contact MAISD Technology staff for assistance if you are interested in doing this.

SCH.101 SCHEDULING OPTIONS

The first thing necessary for the Graduation Requirements tracking is the setting of the flag in the building's scheduling options screen. This may already be set properly for high schools that have been using District Graduation Requirements but will need to be set for middle schools and elementary buildings that will be issuing credit to be carried over to the state requirements.

The question appears on the first page of the SCH.101 screen in CIMS.

```

4/26/07  FY 07      MAISD TEST ENVIRONMENT DISTRICT      11:50:32 QPADEV0184
SMS                               Scheduling Options      Ref: SCH.101 .12
District SLW      School 100      Year 2007

Will Automatic Resource Allocation be used? . . . . . Y
Allow courses with no credit? . . . . . Y
Use Course fees? . . . . . Y
Use Graduation Requirements? . . . . . Y
Check for valid Course Prefixes? . . . . . N

Transcripts use: P                Course Credit: 3
                  P - Grade Points          1 - Not used
                  N - Numeric Equivalent    2 - Fixed at _____
                                          3 - Varies by Course
                                          4 - Varies by Student

Note: Changing transcript option may
      create invalid cumulative GPA scores.
      Grade Points allow for GPA up to 9.9999
      Numeric Equivalent allow for GPA up to 999.99      +
Mode: Change      F3=Exit  F4=Index  F5=Reset  F12=Cancel

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1902 - Session successfully started. \\MAISD\Tech\HP4000 1 MAISD on \\MAISD\Tech

GRDREQ GRADUATION REQUIREMENTS MENU

Programs referred to in this manual that are used strictly in the creation or maintenance of Graduation Requirements are located on a menu in CIMS called **GRDREQ**. If programs or reports are added to assist in this process, they will be located on the this same menu as well. The intent is to have the items in CIMS that deal with Graduation Requirements accessible from one menu.

```
12/15/08  FY 09  MAISD TEST ENVIRONMENT DISTRICT      11:16:20 QPADEV0198
ACS          MAISD Student Admin -- All Systems      Ref: ACS.002 .01

MENU GRDREQ: GRADUATION REQUIREMENTS

1. Graduation Requirements . . . . . STU.310
2. Courses . . . . . SCH.310
3. Course Requests . . . . . SCH.410
4. Maintain Student Transcripts . . . . . GRD.450
5. Maintain Transcript Waiver Reason Codes . . . GR.220
6. Display Student Graduation Requirements . . . GRD.310
7. Print Graduation Requirement Status . . . . . GRD.570
8. Mass Update Transcript Grad Req & Misc Fields GR.690
9. Mass Change Student Course Request Grad Reqs SC.690
10. Reset District Grad. Req. field in Pgrd450 . GRD.REQ
11. Reset State Grad. Req. field in Pgrd450 . . . GRD.REQS

89. Change Assignment
90. Exit ACS

Option or Menu Item █ _____

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NOTE: Be careful not to confuse the menu item GRDREQ (no decimal) with the GRD.REQ and GRD.REQS items explained later in this manual.

STU.310 MAINTAIN GRADUATION REQUIREMENTS PLANS

Your Graduation Plans can be as simple or as complex as you want them to be. The Graduation Plans are defined in STU.310 and they need to be defined for each building separately. Even if your requirements do not change from year to year, you will need to define a new plan for your next incoming grade level. The link between the student and the applicable plan is the *Year of Graduation* (for District Requirements) and/or the *State Grad Plan* attribute values. In STU.310 the Graduation Plan field needs to be the same as the value in the attribute (00-09 or S0-S9).

In the previous example of the student graduating in 2009, the District Graduation Plan would be 09. Based on this same naming convention, you could define a separate State Graduation Plan for this student of S9 if you had two different plans running concurrently. You may elect to use the same Graduation Plan, keeping your district requirements the same as the state requirements. If this is the case, you will need to fill out *both* of the credits required fields on this screen and have MAISD Technology staff set your district's option for the State Plan to point to the Year of Graduation attribute.

4/25/07	FY 07	MAISD TEST ENVIRONMENT DISTRICT	14:00:40	QPADEV0057
SMS		Graduation Requirements	Ref: STU.310	.11
District:		<u>SLW</u>		
School:		<u>100</u>		
Graduation Plan:		<u>09</u>		
Category:		<u>ELA</u>		
Short Title:		<u>DIST ELA</u>		
Description:		<u>DISTRICT ENGLISH LANGUAGE ARTS REQ</u>		
District Credits Required:		<u>3.000</u>		
State Credits Required:		<u>4.000</u>		
Mode: Change		F3=Exit	F4=Index	F5=Reset F12=Cancel

You will need to define different categories within each plan for the various subjects you have requirements for. Example: ELA, MTH, SCI, SST, PHY. You should also define a category of ELE for electives. If you do not define ELECTIVES as a category, then the system will apply overflow and uncategorized credits to a default category of OTHER.

You should have a set of categories defined for each Graduation Plan (Year) that is active in your school. If you are a building with grades 09 – 12 in it and you are just beginning to use the Graduation Requirements module of CIMS, you should begin with your incoming freshmen class. Since the history for previous years cannot be easily reproduced, you will essentially start with this incoming class and then build on it in future years. In each of these subsequent years you will create a new Graduation Plan for your incoming grade level.

If you have already been using the Graduation Requirements then you should have a Graduation Plan defined for all grade levels currently active in your building. For the school year of 2007 – 2008, a high school should have defined Graduation Plans for 11, 10, 09, and 08 which would apply to students graduating in those years respectively.

The updates to your Graduation Plans should be done each year when you begin your scheduling for the following year so that your new year course requests can pick them up properly.

MAISD can provide a query report which shows a summary of all of your Graduation Plans and the credits required for each category within each plan. Please contact MAISD Technology staff and ask for a report called GRADREQS for your school.

STU.280 STUDENT TAG DEFINITIONS

Two student tags have been identified to be used by the programs in determining if a student has "Opted Out" of either the State or District Graduation Plan(s). The programs have been hard-coded to look for these specific tags in determining a student's Opt Out status, so they have been set up the same for every district using MAISD CIMS, as well as the GRD district and the unassigned area for each client. The tags are in a category of OPT and access to this category can be restricted to individual users – call MAISD Technology for assistance.

If you have a student who is Opting Out of the State Graduation Plan, be sure to give him the tag of **OPS**; those opting out of the District Plan would have the tag **OPD**. These tags have been defined as not being deleted at the end of the year as well as being able to transfer to other schools so they will carry over to the students as promotions occur in the summer, even if they are changing buildings within your district. PLEASE DO NOT CHANGE ANYTHING ON THESE TAG DEFINITIONS TO ENSURE THAT IT WORKS CONSISTENTLY ACROSS ALL SCHOOLS.

4/27/07	FY 07	MAISD TEST ENVIRONMENT DISTRICT	11:14:22	QPADEV0013
SMS		Student Tag Definitions	Ref: STU.280 .11	
Tag <u>OPS</u>	Short Title <u>OPTOUT STATE</u>	Category <u>OPT</u>	District <u>SLW</u>	
Description	<u>OPT OUT OF STATE GRAD REQUIREMENTS</u>			
Are tag assignments deleted at year end?	<u>N</u>			
Can this tag be transferred to other schools?	<u>Y</u>			
Does this tag have associated Data?	<u>N</u>			
IF YES:				
What type of data	<u> </u>	1 = Single Item	Verified?	<u>N</u>
		2 = Columnar		
		3 = Text		
Is the Data Restricted?	<u>N</u>			
Columnar Data Headings:				
Mode: Change	F3=Exit	F4=Index	F5=Reset	F12=Cancel

If you wish to define a tag to track the Opt Out History of your students, you can create a tag with any definition you wish that has associated data with it. If you define this tag as also being in the OPT category, you can get reports on all three tags at the same time.

SCH.310 COURSE DEFINITION SCREEN

Screen three of the course definition screen deals with several things. The credit values for transcribing and calculation of GPA, Grading information, Grading Level, and SRSD fields have not changed. The new fields on this screen are those that deal with the new Graduation Requirements.

If the course is to apply to state requirements, you must answer Yes to the question. Both the district and state requirements categories are to be listed here as necessary based on your Graduation Plans.

A course can be defined to apply to other categories of a Graduation Plan if the primary category has been met. For instance, if an Biology class will primarily meet the requirement for a BIO category, and if that category has already been met you allow that credit to be applied to the student's SCI requirement, you have the option of specifying this on the course definition. The following example shows a Biology class that applies to the District's Science Requirement first, then the District's Electives. For the State Requirements, it applies first to the State Biology, second to the State Science, and finally, to the Electives.

```

12/15/08  FY 09      MAISD TEST ENVIRONMENT DISTRICT      11:45:28 QPADEV0198
SMS                               Courses                               Ref: SCH.310 .13

Course BI01A      Title BIOLOGY 1A      District SLW      School 100
Transcript credit on completion: █ .500  Transcript St Crd on completion: _____
Credit for current period GPA: _____ Legend Code: _
Weighting factor (reports only): _____ Exclude from Cum Credits? N
                                           Purge Transcript @ Next Schl based on
Grades are: S      Include in:      Remove Course From Transcript? N
              S = Symbol      Honor Roll? Y      Remove GPA from Transcript? N
              N = Not Used      GPA? Y      Rmv District Credits From Trnscrpt? N

Level: 1
      1 - Regular
      2 - Advanced
      3 - Essential

Applies to State Graduation Requirements? Y  On-Line Learning Hours: _.00
Satisfies Graduation Requirement in SCI ELE  ___ ___ ___ ___ ___
Satisfies State Grad Requirement in SBI SSC ELE  ___ ___ ___ ___ ___
SRSD - FIELDS
Course Enrollment #: 036
Advanced and Accelerated Program Model: 0
Advanced and Accelerated Special Program Options: 0 0 0
Mode: Change      F3=Exit  F4=Index  F5=Reset  F12=Cancel
  
```

MAISD can provide a query report of all graduation requirements listed for each course for your use in verifying this data. Contact MAISD Technology and ask for the report titled COURSEREQS.

The "Transcript St Crd on completion" field allows you to specify a credit amount to be written to the student's transcript record that is different than the district credit value. It is only necessary to complete this field when the credit amounts differ. If the district credit and state credit values are the same, this field can be left blank and the Transcript Program (GRD.665) will pull the amount from "Transcript Credit on Completion" for both plans.

Exclude from Cum Credits? If the course credits are not to be used in the Cumulative Credits calculations when GRD.645 is run, enter a 'Y' in this field. To include the credits earned for this course in the Cum Credits calculations, enter an 'N' in this field. This field will be transferred to the students' transcript records for this course when GRD.665 is run.

The three questions in the area labeled "Purge Transcript @ Next Schl based on" are utilized when transcript records are purged during the annual promotion process. Since credits can be earned for courses taken at other buildings (i.e. middle school), final grades at these buildings must be transcribed. When the students promote to the next year school, these fields determine what information is kept on the student's career transcripts based on how the questions are answered.

Remove Course from Transcript: Answering 'Y' to this question means when the purge program is executed, the transcribed records for this course will be completely removed from the transcript record for all students. Answering 'N' keeps the record in the transcript file. NOTE: If this question is answered 'Y', but the "Applies to State Graduation Requirements?" is also answered 'Y', the course will NOT be removed. Likewise, if this question is answered 'N' and the "Applies to State Graduation Requirements" is answered 'N', the information WILL NOT BE carried over. Be aware that the default value in this field is 'N' but MAISD can set all courses to be defaulted to 'Y' so that a middle school is adjusting fewer course definitions. BE SURE THIS DATA IS ACCURATE BEFORE TRANSCRIPTING ANY TERMS.

Remove GPA from Transcript: If transcribed records for the course are to remain in the transcript file but the GPA amounts are to be removed, then answer 'Y'. When the purge program is run, the GPA points will be removed and the "Use in GPA" flag will be set to 'N'. This would be the case for those courses that apply to the State requirements but are not to affect the next building's cumulative GPA.

Rmv District Credits from Trnscript: If transcribed records for the course are to remain in the transcript file but the credit attempted and credit earned are to be removed, then answer with 'Y'. This would be the case for those courses that apply to the State requirements but are not to affect the next building's cumulative credits.

The "Online Learning Hours" field will assist in tracking the online hours graduation requirement. When the term is transcribed, the hours in this field will be written to GRD.450 for all students with this course.

SCH.410 STUDENT COURSE REQUESTS

The Course Request Screen SCH.410 has been modified to make room for both the District Graduation Requirement and the State Graduation Requirement for each course. When you press ENTER on this screen, the system will check to see if this student has a value in the State Grad Plan Attribute on the Basic Screen. Based on the value in this field, the State Grad Req column will be filled according to what was entered in the first bucket on the Course Definition in SCH.310.

If the student has the OPS or OPD tag, you will still *see* the applicable requirement next to the course. This allows the data to be posted to the student's transcript file in case they decide to Opt In to the requirements at a later date. If you are tracking the Opt Out History as described earlier in this manual, be sure that when you remove the OPS and/or OPD tag, that your history tag is updated accordingly.

If you are manually entering in a course request, once you press ENTER the Graduation Requirements will fill in based on the data in SCH.310. You can elect to apply a course to a different category simply by overtyping what displays; changes to the category for District Grad Req, must be for a category that is in one of the buckets on SCH.310 for that course. Changes to State Grad Reqs can be to any different category code.

12/15/08 FY 09 MAISD TEST ENVIRONMENT DISTRICT										13:26:28 QPADEV0198	
SMS Course Requests										Ref: SCH.410 .11	
File Id 000766611 SUSAN L. MILLER										FEMALE Age: 17	
HIGH SCHOOL Class: 12 (THIS YEAR)										Phone: 719-1980	
F2=Schedule			F4=Courses			F6=Master			F17=Transcript		
Grad Rq REQUESTS FOR SCHL YR 09										Add Drop	
										Date Date	
Course	Sec	Typ	Dis	St.	Lnk	Prf	St	Title			
1	ALG1A	1	E	MTH	SAL	--	1	S	ALGEBRA 1A	12/12/08	_____
2	AC SUPP	2	P			--		S	ACAD SUPPORT	12/12/08	_____
3	ALG2A		R D	ELE	SAL	--		N	ALGEBRA 2A	3/31/08	_____
4	ENG4A		R	ELA	SEN	--		N	ENGLISH 4A	3/31/08	_____
5	ENG4B		R	ELA	SEN	--		N	ENGLISH 4B	3/31/08	_____
6	SSTA		R S	SOC	SHS	--		N	SOC STUD A	3/31/08	_____
7	SSTB		R B	ELE	SHS	--		N	SOC STUD B	3/31/08	_____
8	CAREER		C S		SAL	--		N	CAREERS	3/31/08	_____
9						--				_____	_____
10						--				_____	_____
11						--				_____	_____
12						--				_____	_____
13						--				_____	_____
14						--				_____	_____
15						--				_____	_____
F10=Class List			F11=Periods			F14=Grad Req			F18=Cors Offered Cancel? N		

MA

b

08/005

If blank, the Grad Requirement fields will be auto-filled from the Course Definitions when a record is **P**rocessed or **C**hanged. However, if the requirement for a course has been manually entered that differs than the Course Definitions, the manual entry will NOT BE OVERWRITTEN when **P**rocessed or **C**hanged and the column preceding the Graduation Requirements will display a **D**, **S**, or **B** to indicate that the requirement has been overridden in the District, State, or Both categories.

From this screen you can press SHIFT/F2 to toggle to this student's Graduation Inquiry screen or SHIFT/F5 to see their transcript record. These will be useful as you make changes to a student's schedule.

The program DOES NOT go back and look at a student's transcribed requirements from prior years to see if the student has fulfilled a particular category in a previous school year.

GRD.450 MAINTAIN STUDENT TRANSCRIPTS

When final grades and credits are posted to the transcript file, information on the SCH.310 Course Description in the Graduation Requirements fields will post as well. Additionally, when you enter an entry in manually to the GRD.450 Student Transcript screen, you can indicate if the entry is to apply to any Requirements.

The program has been changed as follows to allow the collection of State Requirements:

- When posting grades to the transcript file, the program will look first at the District and State Requirements fields on SCH.310 and fill the fields accordingly.
- Secondly, it looks at the SCH.410 Course Requests to see if the requirements match what is on SCH.310. If the program finds a requirement that does not match, it will also fill the Requirement Override fields with the info from SCH.410 for that course for that student.
- If the program finds that the first defined requirement has been fulfilled, it will look to subsequent "buckets" in the SCH.310 fields and post to the appropriate requirement in GRD.450.
- If information exists in the Online Learning Hours this is posted to the transcript file. The "Purge" questions and the "Exclude from Cum Credits" information are also pulled over accordingly.

All of these fields can be changed later on individual students if necessary. When manually adding records for transferred students, be sure to answer these questions accordingly.

The index screen of the GRD.450 has been changed to display several new pieces of information. Note that the fields "Cum GPA" and "Cum Grad Crd Ern" are updated by running GRD.645.

12/15/08 FY 09 MAISD TEST ENVIRONMENT DISTRICT 13:50:07 QPADEV0198
 SGS Maintain Student Transcripts Ref: GRD.4501.01

File Id 000766611 SUSAN L. MILLER FEMALE Age: 17 Class: 12

Phone: 719-1980 Grad:

Cum GPA: 3.33379 Crdt Attempted: 14.500 Cum Grad Crd Ern: 13.500

CrEr 09-12: 14.000 CrEr NOT 09-12: Total Credit Ern: 14.000

On-line Learning Hours: of 20 GPA Credit Earnd: 14.000

Rank: 1 of 6 Rank Date: 5/12/08

CMD	DIS	SCH	Year	Course Description	Grade	Credit	Req
TOP							
-	1	SLW	100	2006 SM1 CIVICS CIVICS	B-	Y .500 of .500	SOC
-	2	SLW	100	2006 SM1 ENG1 ENGLISH 1	B+	Y .500 of .500	ELA
-	3	SLW	100	2006 SM1 BAND BAND	A-	Y .500 of .500	ELE
-	4	SLW	100	2006 SM1 ALG1A ALGEBRA 1	B+	Y .500 of .500	MTH
-	5	SLW	100	2006 SM1 EARTH EARTH SCIENCE	B	Y .500 of .500	SCI
-	6	SLW	100	2006 SM1 PHYSED PHYSICAL ED	A-	Y .500 of .500	PHY
-	7	SLW	100	2006 SM2 EARTH EARTH SCIENCE	A	Y .500 of .500	SCI
-	8	SLW	100	2006 SM2 CIVICS CIVICS	B	Y .500 of .500	SOC
-	9	SLW	100	2006 SM2 ENG1 ENGLISH 1	B	Y .500 of .500	ELA
-	10	SLW	100	2006 SM2 HLTH HEALTH EDUCATION	A	Y .500 of .500	PHY
-	11	SLW	100	2006 SM2 BAND BAND	A	Y .500 of .500	ELE
-	12	SLW	100	2006 SM2 ALG1B ALGEBRA 1	B	Y .500 of .500	MT +

LOCATE Valid Commands: A C D L F E

12/15/08 FY 09 MAISD TEST ENVIRONMENT DISTRICT 13:51:35 QPADEV0198
 SGS Maintain Student Transcripts Ref: GRD.4501.11

Line..... 4
 File ID: 000766611 SUSAN L. MILLER

District: SLW HAPPY DAYS PUBLIC SCHOOL DISTRICT
 School: 100 HAPPY DAYS TRIMESTER HIGH SCHOOL
 Transfer Student? N From: _____
 Fiscal YR: 2006 Class: 09 Term: 1 Grade Title: SM1

Course: ALG1A Description: ALGEBRA 1 Section: ____
 Teacher ID#: _____ Teacher Name: _____
 Use in GPA? Y Graduation Requirement: MTH Override Grad Req: ____
 Apply to St Gr Req: Y State Grad Requirement: SAL Ovr State Grad Req: ____
 Final Grade: B+ Legend Code: ____
 Credit: State Credit: Grading Absences:
 Attempted: .500 Attempted: _____ Excused: ____
 Earned: .500 Earned: _____ Unexcused: ____
 Grade Points Earned: 1.6650
 Compute Points? Y
 Grade level: 1 (1-3) Regular

Mode: Change Cancel? N

The fields Transfer Student?, Transfer From, Section, Teacher ID, and Teacher Name as shown on the previous screen are currently for information purposes only.

GR.220 MAINTAIN TRANSCRIPT WAIVER REASON CODES

A new section has been added to the transcript screen that allows you to indicate if a student is eligible for a waiver from the course. Waiver Reasons must first be defined in GR.220 but the rest of the fields can be filled out as needed. This is currently for informational purposes only.

12/15/08 FY 09	MAISD TEST ENVIRONMENT DISTRICT	13:52:00	QPADEV0198
SGS	Maintain Student Transcripts	Ref:	GRD.4501.12
Line.....	4		
File ID:	000766611	SUSAN L. MILLER	
Course:	ALG1A	ALGEBRA 1	
Credit Waived?	<u>N</u>	Reason for Waiver:	___
Attempts:	___		
Passed?	<u>N</u>		
Score: _____	of _____		
Waiver Comment:	_____		
On-Line Learning Hours:	___	.00	
Exclude from Cum Credits?	<u>N</u>		
Fields Below Used When Transcript Purge Program is Run			
Completely Remove This Course From the Transcript at the Next School?	<u>N</u>		
Remove this Course from the GPA Calculation at the Next School?	<u>N</u>		
Remove the Credits from this Course at the Next School?	<u>N</u>		
Mode: Change			Cancel? <u>N</u>

GR.553 PRINT THREE-COLUMN STUDENT TRANSCRIPTS

This recently purchased custom program allows many options and generates a very nice looking student transcript. You now have the ability to print Graduation Plan information on student transcripts for **District**, **State**, **Both** or **None** as well as the student's current Work in Progress.

```
12/16/08  FY 09      MAISD TEST ENVIRONMENT DISTRICT      07:58:22 QPADEV0072
CMTSMS      Print 3 Column Student Transcripts      Ref: GR.553P .01

Report for Students Currently Enrolled in: Dist: SLW  Schl: 100
For Unassigned/Graduate, use: Dist:      Schl:    
Limit to:
  Classes:                        
  Student:            or Multiple Students? N Unassigned/Grad? N
  Tag:                         Include or Omit?    (I/O)
  Tag Category:                         Include or Omit?    (I/O)
Include:
  Attendance? N Attendance Grade Titles:
                                 

  Achievement Scores? N                      MME? N
  Immunizations? N Rank? N
  Work In Progress? Y Graduation Plan: N (D/S/B/N)
  Social Security #? N
  Tag Information from Tags:                        
Sort By: 1 1=Year, Term, Course
          2=Grad. Req., Year, Term, Course
          3=Grad. Req., Year, Course, Term
          F3=Exit F4=Index F5=Reset F12=Cancel

MAISD 17/056
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As you can see, there are many options to choose from that are not addressed in this document. Detailed instructions can be found on the CIMS Bulletin Board for your use.

GRD.310 STUDENT GRADUATION REQUIREMENTS INQUIRY

This program is a *Look* only program that you can use to view a particular student's status in regards to the Graduation Requirements.

You can access the screen either directly by using GRD.310 or by using the SHIFT/F2 toggle while in the SCH.410 screen.

12/15/08 FY 09 MAISD TEST ENVIRONMENT DISTRICT				14:19:36 QPADEV0198	
<u>SGS</u> Student Graduation Requirement Inquiry				Ref: <u>GRD.310X.11</u>	
Student No: <u>766611</u> SUSAN L. MILLER				FEMALE Age: <u>17</u>	
HIGH SCHOOL Class: 12 Year: 09				Phone: 719-1980	
DISTRICT PLAN Graduation Plan 09					
Cum GPA:	3.33379	Crdt Required:	20.000	Cum Grad Crd Ern:	14.000
CrEr 09-12:	14.000	CrEr NOT 09-12:		Total Credit Ern:	14.000
On-line Learning Hours:	of 20			GPA Credit Earnd:	14.000
<u>Category</u>	<u>Description</u>	<u>Credits Required</u>	<u>Credits Earned</u>	<u>Credits Needed</u>	<u>Credits Scheduled</u>
ART	DIST ART	.500	.500		
ELA	DIST ELA	3.000	2.500	.500	
ELE	ELECTIVES	8.500	5.000	3.500	
LAN	DIST LANG	1.000	.500	.500	
MTH	DIST MATH	3.000	2.000	1.000	.500
PHY	DIST PHYS	1.000	1.000		
SAL	ST ALGEBRA				
SAR	ST ART				
SBI	ST BIOLOGY				
SCH	ST CHEM/PHYS				
SCI	DIST SCI	2.000	1.000	1.000	+
F3=Exit		F11=State Plan F12=Cancel		F19=Print	
MA	b	11/010			

Once on the Grad Requirement Inquiry screen, the F11 will toggle between the District and State plans. SHIFT/F7 will print the displayed screen.

GRD.570 PRINT GRADUATION REQUIREMENTS STATUS

This program will print a summary report showing students and their Graduation Requirements status. You can print this report based on several selection criteria as shown below.

```
12/15/08  FY 09      MAISD TEST ENVIRONMENT DISTRICT      14:23:58 QPADEV0198
SGS          Print Graduation Requirement Status          Ref: GRD.570P.01

Report for:
District:  SLW
School:    100

Limit to:
Student No.  █          or Multiple Students? N (Y/N)
Classes:     _ _ _ _ _ Include/Omit? _ (I/O)
Tags:        _ _ _ _ _ Include/Omit? _ (I/O)
Course/Sec:  _ _ _ _ _ Include/Omit? _ (I/O)

Sort by Course/Section?      N (Y/N)
New Page for each Student?   N (Y/N)

Graduation Requirement to Print: D
                               D=District
                               S=State
                               B=Both

F3=Exit  F4=Index  F5=Reset  F12=Cancel

MR  b 10/025
```

GRD.665 TRANSCRIPT STUDENT GRADES

The transcript program has undergone some significant changes in order to accommodate all of the previously mentioned enhancements. You are still only able to Transcript Student Grades once per final grading term, so be sure that you are ready before you actually run this program. If you need to make any changes to final grades after you have ran GRD.665, then those changes will need to be made manually.

However, the following four programs have been developed to assist in managing your graduation requirements data, at both the "Request level – SCH.410" and the "Transcript Level – GRD.450".

SC.690 MASS CORRECT STUDENT COURSE REQUESTS

This was intended to be a one-time run only program that allows you to update the Graduation Requirement Codes that are currently in SCH.410. This program will update the Course Requests screen with the first Graduation Requirement code on your SCH.310 Course Definitions screen. You can elect to update District, State or Both or only those that are blank.

```
12/15/08  FY 09      MAISD TEST ENVIRONMENT DISTRICT      15:52:19 QPADEV0198
CMTSMS      Mass Change Student Course Request Grad Regs      Ref: SC.690P .01

District:          SLW
School:           100

Update Grad Requirement:  _
                        D=District
                        S=State
                        B=Both

Update Blank Requirements Only?  N (Y/N)

F3=Exit  F4=Index  F5=Reset  F12=Cancel
```

GR.690 MASS UPDATE GRAD REQ FIELDS IN TRANSCRIPT FILE

This was also intended to be a one-time run only program, however it can be ran at any time to update or modify the Grad Requirements in previously transcribed course data. You can limit up to six individual courses or by Class, Year, Term, District or State Plans. However, this program DOES NOT VALIDATE that the Grad Requirement entered in the prompt screen currently exists in the SCH.310 Course Definitions screen.

If you select to update Grad Requirement fields or options, you are presented the following screen to elect which field you want updated and what values you want in them.

```

12/15/08  FY 09  MAISD TEST ENVIRONMENT DISTRICT  14:52:36  QPADEV0198
CMTSMS      Mass Update Transcript Grad Req & Misc Fields  Ref: GR.690P .02

District:  SLW   School:  100
Course(s): ALG1A
Limit to:
Class:           Year:           Term:
Dis Plan:       St Plan:

          Option                               Value
Change District Requirement?  N  >>  District Req:      ___
Update District Override?    N  >>  District Override: ___
Change State Requirement?    N  >>  State Requirement: ___ *** = District
Update State Override?       N  >>  State Override:   ___ *** = District
Update 'Apply to State Req'?  N  >>  Y/N
Update State Credits?        N  >>  Pull from Dist?  _
                                OR  Credit                ___

          F3=Exit  F4=Index  F5=Reset  F12=Page Back
MAISD b 12/035
  
```

Enter a Y in the Option column for those items you wish to update and enter the desired value in the Value column.

If the second option is selected to update other Transcript fields, the following screen is displayed and you can make your selections as needed for the criteria selected on the initial prompt screen.

```

12/15/08  FY 09      MAISD TEST ENVIRONMENT DISTRICT      14:57:27 QPADEV0198
CMTSMS      Mass Update Transcript Grad Req & Misc Fields  Ref: GR.690P .03

District:  SLW      School:  100
Course(s):  ALG1A
Limit to:
Class:      Dis Plan:
Year:      St Plan:
Term:

Default the following fields:      (Y/N/Leave blank if no change)
Use in GPA?:                        -
Exclude from Cum Credit?:          -
Took Waiver Exam?:                 -
Passed Waiver Exam?:               -
Default Fields Used in Purge Program:
Remove Course from Transcript a Next School?:  -
Remove Course from GPA Calcs at Next School?:  -
Remove Credits from this Course at Next School?: -

F3=Exit  F4=Index  F5=Reset  F12=Page Back
MA  b 14/053

```

Pressing F12 on either second page will return you to the initial prompt screen so you can edit your criteria or cancel your request.

GRD.REQ RESET DISTRICT GRAD REQUIREMENTS IN TRANSCRIPT FILE

GRD.REQS RESET STATE GRAD REQUIREMENTS IN TRANSCRIPT FILE

Working much like the GR.690, these programs will update the graduation requirement fields in the transcript file but they allow you to specify which year's course file definitions to use. The requirements will be defaulted to the first unfulfilled requirement according to SCH.310 and the students' grad plan. For example, you may have just added either the District or State Graduation Requirements to the Next Year courses but not your Current Year courses. These programs allow you to update the transcript records with the requirements you have defined for next year. You also have the option of clearing the Override Grad Requirement fields. You can reset data in multiple years with these programs.