



## Graduation Points

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### Change Log

Date	Section Number/Name	Change Description
5/17/18	Overall Document	Updates for new features
7/11/17	Graduation Pathways – State Assessment	17.0.0 Updates – add note about Alternate test type for EOC Exams
4/19/2017	Overall Document	Updates for new features

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## Graduation Points 2018 and Beyond

The Graduation Points application provides a view of a student's progress toward their graduation requirements path. The application was built based on the rules for graduation that apply to the class of 2018 and beyond. The **Graduation Points** screen is designed to provide information in both summary and detail form. The summary gives you a quick, overall status of the pathways a student has achieved or is in process. Each summary breaks into details showing the individual courses and/or assessments used in meeting the requirement. Additional college admission testing and career technical pathways provide the student's status to determine if a student is eligible for an alternate pathway.

### ***Graduation Requirements 2018 & Beyond***

All students graduating in 2018 and beyond must complete a combination of the following:

#### **Credit Requirements**

1. Student must complete a total of 20 credits in the following subjects:
  - **4 Units – English Language Arts**
  - **½ Unit – Health**
  - **4 Units – Mathematics.** Mathematics units must include one unit of algebra II or the equivalent of algebra II. Exceptions:
    - a) Algebra II is not a requirement for students following a career-technical pathway. However, students still must have four units in mathematics.
    - b) A family may decide that their child is not prepared to meet the graduation requirement for a higher-level math course. Or, their child may be planning a career that does not require higher level math. Algebra II may not be a requirement for this student.
  - **½ Unit – Physical Education.** School districts may adopt a policy that would exempt students who participate in interscholastic athletics, marching band or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years from the physical education requirement. Students must take another course, which cannot be a physical education course, of at least 60 contact hours.
  - **3 Units – Science.** Science units must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science. Exception: A family may decide that their student is not prepared to meet the graduation requirement for a higher-level science course. Or, their student may be planning a career that does not require higher level science. Higher level science may not be a requirement for this student.
  - **3 Units – Social Studies.** Social studies units must include ½ unit of American history and ½ unit of American government in three units required for the classes of 2018 and 2019. The class of 2021 will need ½ unit in world

history and civilizations in their required three units as well as American history and American government.

- **5 Units – Electives** – Elective credits must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.
- 2. **Economics and Financial Literacy Requirement Met** – All students must receive instruction in economics and financial literacy during grades 9-12.
- 3. **Fine Arts Requirement Met** – All students must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempt from the fine arts requirement.

### **Graduation Pathways**

Students must complete one of the following pathways: State Assessments (18 points), Industry Credential and Workforce Readiness, or College Admission Assessments (ACT or SAT). In addition, students must also complete the five required State Assessments. Also, there are Optional Pathways.

### **State Test Requirements**

- **18 Point requirement across the End of Course Exams**
- **Take 5 federal and state required tests (required for all students regardless of pathway)**
  - Algebra I and Integrated Math I **OR** Geometry and Integrated Math 2
  - English I and II
  - Biology
  - American History
  - American Government

Students studying (AP) Advanced Placement or International Baccalaureate (IB) courses in Biology, American History, or American Government may take and substitute test scores for End of Course state exams to earn graduation points. Students may also substitute grades from College Credit Plus courses in Science and Social Studies Courses for End of Course exams.

**Industry Credential Pathway** – Students earn 12 points through a State Board of Education-approved, industry-recognized credential, or group of credentials in a single career field and achieve a workforce readiness score on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

**Industry Credential Career Fields are:**

- Agriculture
- Arts and Communications
- Business and Finance
- Construction
- Education and Training
- Engineering
- Health
- Hospitality and Tourism
- Human Services
- Information Technology
- Law and Public Safety

- Manufacturing
- Transportation

For a complete list of all Industry Credentials and their point values, please visit <http://education.ohio.gov/Topics/Ohio-Graduation-Requirements/Graduation-Requirements-2018-and-Beyond/Industry-Recognized-Credentials-and-WorkKeys/Industry-Recognized-Credentials>

### **Workforce Readiness**

- Students graduating in 2018 and 2019 must earn at least 13 points across all three WorkKeys assessment sections with a least 3 points in each section of the test.
- Students graduating in 2020 and forward must earn at least 14 points across all three Workkeys assessment sections with at least 3 points in each section of the test.
- Students who take the WorkKeys assessment multiple times and/or across different days, this section now gives credit for the highest score for each WorkKeys assessment area instead of the Total Points Earned for each test date.
- The Workforce Readiness section now supports Version 2 (test date of 6/1/17 and forward) of the WorkKeys assessment, which includes the new Applied Math, Graphic Literacy, and Workplace Documents assessment areas.

### **College Admission**

- Students must meet the remediation-free scores on either the ACT or SAT standardized tests.

### **2018 Optional Pathways**

**Optional Graduation Requirements** – Indicates if the student has met the following requirements:

- **Attendance** – Student has an attendance rate of 93% during their 12<sup>th</sup> grade year.
- **GPA** – Student has earned a GPA of 2.5 on a 4.0 scale in all courses during their 12<sup>th</sup> grade year.
- **Capstone Project** – Student completed a capstone project during their 12<sup>th</sup> grade year.
- **Work/Community Service** – Student has completed 120 hours of service during their 12<sup>th</sup> grade year.
- **College Credit Plus** – Student has earned 3 or more College Credit Plus credits.
- **AP/IB** – Student as earned credit for an AP or IM course and an exam score of 3/4 for AP/IB).
- **WorkKeys** – Student has earned a score of 3 on each of the 3 test sections.
- **Industry Credential** – Student has earned a score of 3 points.
- **OhioMeansJobs** – Student has met the OhioMeansJobs Readiness Seal requirements.

**Optional Career-Technical Requirements** – Indicates if the student has met the following requirements:

- **Exams** – Student has earned a total score of Proficient or better based on all the career-technical exams or test modules.
- **Industry Credential** – Student has earned an industry-recognized credential or credentials that equal 12 points.

- **Workplace Experience** – Student has completed a workplace experience that totals 250 hours with evidence of positive evaluations.

### Students with Alternate Assessments

An **(AASCD) Alternative Requirements** tab displays for students participating in Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) and have taken alternate assessments.

**Note:** *The (AASCD) Alternate Requirements tab does not display if the student has no alternate assessments entered.*

These students must complete alternate assessments for Reading, Math, Science and Social Studies and receive at least a Proficient score for each assessment area.

**Note:** *These alternate assessments must be entered under OGT assessments with a Test Type of ALT-Alternative.*

### Graduation Exemptions

An additional screen on the **Graduation Points** menu allows exceptions to be granted to individual students. These exceptions are applied to the student’s graduation requirement calculation. Exemptions with the checkbox greyed out are applied based on values from the **Edit Student Profile** screen **FN-Graduate** tab.

#### Student Exemptions / Requirements

[Update Exemptions](#)

	Exemption	Description
<input type="checkbox"/>	Economics and Financial Literacy	Economics and Financial Literacy requirement met
<input type="checkbox"/>	Fine Arts	Fine Arts requirement met
<input type="checkbox"/>	Physical Education	Student is exempt from Physical Education requirement
<input type="checkbox"/>	Career-Technical Pathway	Student is following a career-technical pathway
<input type="checkbox"/>	Advanced Math	Student is exempt from higher level Math (Algebra II) requirement
<input type="checkbox"/>	Advanced Science	Student is exempt from higher level Science requirement
<input type="checkbox"/>	Electives	Elective requirement met

Optional Graduation Requirements		
	Requirement	Description
<input type="checkbox"/>	Attendance	Attendance rate of 93 percent during 12th grade year
<input type="checkbox"/>	GPA	Earn GPA of 2.5 on a 4.0 scale in all courses during 12th grade year
<input type="checkbox"/>	Capstone Project	Complete a capstone project during 12th grade year
<input type="checkbox"/>	Work/Community Service	Complete 120 hours of work/community service during 12th grade year
<input type="checkbox"/>	College Credit Plus	Earn 3 or more College Credit Plus credits
<input type="checkbox"/>	AP/IB	Earn credit for an AP or IB course and exam score of 3/4 (AP/IB)
<input type="checkbox"/>	WorkKeys	Earn a score of 3 on each of three test sections
<input type="checkbox"/>	Industry Credential	Earn a score of 3 points
<input type="checkbox"/>	OhioMeansJobs	Meet OhioMeansJobs Readiness Seal requirements

Optional Career-Technical Requirements		
	Requirement	Description
<input type="checkbox"/>	Exams	Earn a total score of proficient or better based on all career-technical exams or test modules
<input type="checkbox"/>	Industry Credential	Earn an industry-recognized credential or credentials that equal 12 points
<input type="checkbox"/>	Workplace Experience	Complete a workplace experience totaling 250 hours with evidence of positive evaluations

## Graduation Points 2017

Graduation points has a tab for FY17 graduation requirements for students who are on track to graduate at the end of FY17.



Students must meet both testing requirements and curriculum requirements in order to earn a diploma. These graduation requirements apply to students who entered 9<sup>th</sup> grade before July 1, 2014. Graduation Points will calculate the student's progress using the following rules:

### Credit Requirements

- Student must complete a total of 20 credits in the following subjects:
  - **4 Units – English Language Arts**
  - **½ Unit – Health**
  - **4 Units – Mathematics.** Mathematics units must include one unit of algebra II or the equivalent of algebra II.
  - **½ Unit – Physical Education.** School districts may adopt a policy that would exempt students who participate in interscholastic athletics, marching band or cheerleading for two full seasons or an approved Junior Reserve Officer Training

Corps (JROTC) program for two years from the physical education requirement. Students must take another course of at least 60 contact hours in its place.

- **3 Units – Science.** Science units must include one unit of physical sciences, and one unit of advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science.
- **3 Units – Social Studies.** Social studies units must include ½ unit of American history and ½ unit of American government.
- **5 Units – Electives.** Elective credits must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.
- **Economics and Financial Literacy Requirement Met** – All students must receive instruction in economics and financial literacy during grades 9-12.
- **Fine Arts Requirement Met** - All students must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempt from the fine arts requirement.

## ***Graduation Test Requirements***

Students are required to pass all parts of the OGT assessment. The five assessment parts are:

- Math
- Reading
- Science
- Social Studies/Citizenship
- Writing

If a student has completed an End of Course Assessment in one of the same subject areas as the OGT assessment areas, the End of Course result may be substituted for the unpassed OGT assessment.

### **Alternate Way to Meet the Testing Requirements (These requirements are not currently included in Grad Points)**

A student may meet the testing requirements for passing all five Ohio Graduation Tests if he or she meets ALL of the following criteria:

- Passes four of the five tests and has missed passing the fifth test by no more than 10 points.
- Has a 97 percent Attendance Rate, excluding any excused absences, through all four years of high school.
- Has not been expelled from school in any of the last four school years.
- Has at least a grade point average of 2.5 out of 4.0 in the courses of the subject area not yet passed.
- Has completed the high school curriculum requirement.
- Has participated in any intervention programs offered by the school and must have had a 97 percent attendance rate in any programs offered outside the normal school day.
- Has letters recommending graduation from the high school principal and from each high school teacher in the subject area not yet passed.

**Note:** As specified in the Ohio Revised Code (Section 3313.615), this alternative way to meet the testing requirement applies only to students graduating after Sept. 15, 2006.

## Before Accessing Grad Points

Graduation Points is dependent on data from courses, course history, student profile, and the **Student Exemptions/Requirements** screen. In addition, assessment records for End of Course, ACT, SAT, International Baccalaureate, and Advanced Placement Exams are used. It is important that these elements are correct before assessing a student's graduation points summary. The following is a breakdown of the information used from each of these areas:

### **Course and Student Course History**

The following fields from the course record and/or the student course history records are used in the verification process:

<b>Is High School Credit</b>	Only courses for High school credit are considered for graduation checking	
<b>Dual Credit</b>	This flag determines if a course is a College Prep Course	
<b>Credit Units</b>	Indicates the amount of credit a student will earn upon successful completion of the course	
<b>EMIS Subject Code</b>	Indicates the subject of the course (may be blank on the student course history record)	
<b>EMIS Subject Area for Credit</b>	Determines the subject area for which the course is counted. All courses for high school credit in the following subject areas count toward the credit requirements regardless of the EMIS subject code assigned to the course.	
	Electives	BUS, CTA, ELE, FLR, HEC, JTC, TEC
	English	ENG
	Health	HTH
	Math	MTO, MTA
	Phys. Ed	PHE
	Science	SCA, SCL, SCO, SCP
	Social Studies- AM Govt	SOG
	SS – American History	SOH
	SS – Other than Hist or Govt	SOO
	Fine Arts	FAR
<b>End of Course Assessment Area</b>	Values are defaulted based on EMIS subject codes. <b>Any course, regardless of the school year that a district expects it to count towards an End of Course exam, needs to indicate the assessment associated with the course in this field.</b>	

## Student Profile

The following fields from the student profile records are used by Grad Points:

<b>State Equivalent Grade Level</b>	Student's grade level determines if the student falls under the requirements for students graduating 2018 or beyond.
<b>Fiscal Year Began 9<sup>th</sup></b>	Used to determine if the student falls under the requirements for students graduating 2017, 2018, or beyond. Additionally, some specific requirements apply only to students who entered 9 <sup>th</sup> grade prior to a specific date.
<b>CORE Economics and Financial Literacy Requirement Met</b>	Used to determine whether students have met the CORE Economics and Financial Literacy Requirement. If selected, the student will be considered as meeting the requirement.
<b>CORE Fine Arts Requirement</b>	Used to determine if a student has met the Fine Arts Requirement. If selected, the student will be considered as meeting the requirement.
<b>Exempt from Physical Education Graduation Requirements</b>	Will be used by a script to set the flag on the <b>Student Exemptions/Requirements</b> screen if the student is exempt from the physical education requirement.

## Assessment Records

The following assessment records are used to determine whether a student has met the requirements for End of Course Exams:

<b>End of Course Exams</b>	Any of the subject areas for End of Course exams are applied
	<b>EOC for Students Transferring in from Out of State or from Home Schooling:</b> Any EOC Assessment with <b>Score Not Reported of Y – Student transferred in with course already completed.</b> The required points for all assessments will be reduced depending on how many assessment subjects were transferred in. <b>Note:</b> <i>Regardless of the tests remaining, at minimum, out-of-state and home-school transfer students must take the English II and either the integrated math II or geometry End of Course tests and earn a minimum of five points across tests in order to graduate.</i>
	<b>EOC for students who took the course before an EOC test was available:</b> Any student marks record for a

	<p>course completed prior to when an End of Course exam was available will be used in place of the End of Course Exam Score. The following dates are when End of Course exams were available for the first time:</p> <p><b>Fall 2014 – Algebra I, Geometry, ELA I, ELA II</b>  <b>Spring 2015 – Physical Science, American History, American Government, Integrated Math I &amp; II</b>  <b>Fall 2015 - Biology</b></p>
<b>AP Exams</b>	May be substituted for Biology, American History, or American Government End of Course. See the table below for the points awarded for each score for AP or IB.
<b>International Baccalaureate</b>	
<b>ACT</b>	Used as an alternate pathway in the College Admission section. Students must meet the remediation-free score to fulfill the pathway requirements.
<b>SAT</b>	Used as an alternate pathway in the College Admission section. Students must meet the remediation-free score to fulfill the pathway requirements.
<b>WorkKeys</b>	<p>Students graduating in 2018 and 2019 must earn at least 13 points across all three WorkKeys Assessment areas with a minimum of 3 points in each section to meet the WorkKeys Pathway</p> <p>Students graduating in 2020 and forward must earn at least 14 points.</p>
<b>Industry Credentials</b>	Students must earn at least 12 points in at least one Industry Credential Assessment to meet the requirement.
<b>OGT</b>	Used on the <b>2017 Requirements</b> tab to meet the OGT assessment requirements
<b>Alternate Assessments</b>	Used on the <b>2017 Requirements</b> tab to meet the OGT assessment requirements

<b>AP AND IB CROSSWALK TO GRADUATION POINTS</b>		
<b>ADVANCED PLACEMENT</b>	<b>INTERNATIONAL BACCALAUREATE</b>	<b>GRADUATION POINTS</b>
4 or 5	6 or 7	5
3	4 or 5	4
2	2 or 3	3
Not applicable	Not applicable	2
1	1	1

### **Additional Substitutions**

Students taking College Credit Plus courses in Biology, American History, or American Government may substitute points for the grade they received in the course in place of an End of Course Exam.

### Graduation Points for course grades prior to July 1, 2015

For students in the graduating class of 2018 and beyond (this is not applicable for students choosing the new OGT options):

- The student received credit on their transcript for a course taken prior to July 1, 2015.
- The course didn't have a state End of Course test available at the time the student was enrolled in the course.
- The student will receive graduation points based on the course grade as follows:

HIGH SCHOOL GRADE	OHIO GRADUATION POINTS
A	5
B	4
C Earned Credit or Passed Course	3
D	2
Not applicable	1

### Check for Updated Information in Grad Points Summary

There is a process that calculates the Graduation Points information for each student and stores the results until they are updated either on the screen or by the process again the next evening. ITCs control when this process runs. If any information on the student is changed during the day that needs to be reflected on the student's **Grad Points Summary** screen, a **Check for Updated Information** button displays to the top of the screen and provides the ability to recalculate Grad Points data for the student in context. Best practice recommends that you hit this button each time you display a student in Grad Points to ensure you are reviewing the most recent information.



### Grad Points Summary

With a student in context, you can view their Credit Requirements and Graduation Pathways.

## Credit Requirements

Navigation: StudentInformation – SIS – Student – Graduation Points – Grad Points Summary

The **Credit Requirement** grid displays a student's credit progress towards graduation. Each student must take and earn a state minimum of 20 credits, receive instruction in economics and financial literacy, and complete at least two semesters of fine arts.

The screenshot shows the 'Grad Points Summary' page. At the top, there is a navigation breadcrumb: 'StudentInformation > SIS > Student > Graduation Points > Grad Points Summary'. Below this is a search bar with 'Find Students' and a '(Go To)' link. The main heading is 'Grad Points Summary'. Underneath, there is a 'Credit Requirement' section with an information icon. A progress indicator shows '2 out of 9 Completed' with a bar chart. The subjects and their statuses are:

Subject	Status	Action
English	In Progress	View
Physical Education	Exempt	View
Math	In Progress	View
Social Studies	In Progress	View
Economics and Financial Literacy	Incomplete	
Science	In Progress	View
Health	Completed	View
Electives	In Progress	View
Fine Arts	Not Started	View

At the bottom of the grid, there is a 'More...' button.

Each subject area has a status to indicate the student's progress in each area:

- **Completed** – Student has completed a particular credit requirement.
- **In Progress** – Student is in the process of completing a credit requirement.
- **Not Started** – Student has not started on completing a credit requirement.
- **Incomplete** – Indicates that the student has not received instruction in Economics and Financial Literacy.
- **Exempt** – Student is exempt from particular credit requirements.
- **Total Areas Met** – Indicates the number of the 9 credit requirement areas the student has met.

**Note:** There is no **View** link for *Economic and Financial Literacy* as the student only needs to have received instruction during grades 9-12. You can indicate the student has received instruction on the **Student Exemptions/Requirements** screen.

To view more details about the student's overall credit requirement progress, click or **More...** at the bottom of the grid.

The Subject Area and Credits grid displays:

StudentInformation > SIS > Student > Graduation Points > Grad Points Summary

Find Students (Go To)

### Grad Points Summary

▼ Credit Requirement ⓘ In Progress

Subject Area	Credits
English  In Progress <a href="#">View</a>	2.00 earned / 4.00 required
Physical Education  Exempt <a href="#">View</a>	0.50 earned / 0.50 required
Math  In Progress <a href="#">View</a>	2.00 earned / 4.00 required
Social Studies  In Progress <a href="#">View</a>	2.00 earned / 3.00 required
Economics and Financial Literacy  Incomplete	0.00 earned / 0.00 required
Science  In Progress <a href="#">View</a>	3.00 earned / 3.00 required
Health  Completed <a href="#">View</a>	0.50 earned / 0.50 required
Electives  In Progress <a href="#">View</a>	3.50 earned / 5.00 required
Fine Arts  Not Started <a href="#">View</a>	0.00 earned / 0.00 required

Total Areas Met 2 out of 9 Completed [...Less](#)

To minimize the details grid, click or **Less...**

In the Credit Requirement display grid, you may click **View** next to a credit requirement area, such as English, to view the details of the student's progression for that particular credit requirement area.

The details of the student's progression for the particular credit area displays.

StudentInformation > SIS > Student > Graduation Points > Grad Points Summary

Find Students (Go To)

Return to Summary

▼ English Credits Student's current completed credit requirements

**Finished English Courses** - The total shows the current credit total of the student for English.

Course	Year Taken	Status	Credits Earned
ENGLISH 9 - Section: 30	2014-2015	Completed	1.00 out of 1.00
ENGLISH 10 - Section: 7	2015-2016	Completed	1.00 out of 1.00

English Credit Status In Progress **Current Total Credits Earned 2.00 earned / 4.00 required**

**In Progress or Scheduled English Courses** - The total shows the projected credits after completion.

Course	Year Scheduled	Status	Potential Credits
AMERICAN LIT - Section: 21	2016-2017	In Progress	0.50 out of 0.50
INTERMEDIATE COMPOSITION - Section: 22	2016-2017	Scheduled	0.50 out of 0.50

Potential English Credit Status In Progress **Upon Completion Total 3.00 earned / 4.00 required**

Student's projected completed credit requirements

The upper grid displays the student's completed courses and **Current Total Credits Earned**.

- When a student completes a course or the required **Current Total Credits Earned**, the **Graduation Points** screen **Credit Requirements** grid and **Total Areas Met** progress marker update to display the student's progress towards the 9 credit requirement areas.
- The bottom grid displays the student's **Upon Completion Total credits**, which considers courses the student is currently taking, or has scheduled to display a projected total for the student's credit requirements progress after the course(s) are completed.
  - **In Progress** – Courses the student is currently taking according to his schedule where the student has not received a final mark with **Earned Credit**. Once the student earns final credit in the course, the course will move to the top grid and will be considered **Completed**.
  - **Scheduled** – Courses the student has on their schedule that begin in a course term with a future course term start date will appear as **Scheduled**. Once the course term start date arrives, the course will moved to **In Progress** until it is completed.

### Credit Requirements Details

Below are additional details for certain credit types students need to complete.

#### **Mathematics**

- Students must complete one unit of Algebra II or the equivalent of Algebra II.

Exceptions:

- Algebra II is not required for students following a career-technical pathway. (When Career Technical is checked on the **Student Exemptions/Requirements** screen, Algebra II will indicate the student is **Exempt**.
- A parent may decide that their child is not prepared to meet the graduation requirement for a higher-level math course. Or, their child may be planning a career that does not require higher level math. Algebra II may not be a requirement for this student.
- To indicate a student is following a career-technical pathway, see "*Student Exemptions / Requirements.*"

#### **Physical Education**

- Depending on district policies, students may be exempt from physical education requirements if the student has participated in interscholastic athletics, marching band, or cheerleading for two full seasons; or an approved Junior Reserve Officer Training Corps (JROTC) program for two years.
- To indicate a student is exempt from physical education, see "*Edit Student Profile – FN Graduate Tab*"
- Students in the above circumstances must take another course, which cannot be a physical education course, of at least 60 contact hours.

#### **Science**

Students must complete:

- One unit of physical science  
**Note:** *Physical science is only a requirement for students graduating in 2018 or earlier.*
- One unit of life sciences

- One unit of advanced study in one or more of the following:
  - Chemistry, Physics, or another physical science
  - Advanced Biology or another life science
  - Astronomy, Physical Geology, or another earth or space science

### **Exceptions**

- A family may decide that their student is not prepared to meet the graduation requirement for a higher-level science course. Or, their student may be planning a career that does not require higher level science. Higher level science may not be a requirement for this student.
- To indicate a student is exempt from higher level science, see “*Student Exemptions / Requirements.*”

### **Social Studies**

Students graduating in 2018 and 2019

- Students must complete three units of social studies that include the following:
  - 1/2 unit of American History
  - 1/2 unit of American Government
  - Students graduating in 2021
- Students must complete three units of social studies that include the following:
  - 1/2 unit of World History and Civilizations
  - 1/2 unit of American History
  - 1/2 unit of American Government

### **Elective Credits**

Students must complete one or any combination of the following courses:

- Foreign Language
- Fine Arts
- Business
- Career-Technical Education
- Family and Consumer Sciences
- Technology
- Agricultural Education

**Note:** *Overflow credits from English Language Arts, Mathematics, Science, or Social Studies courses are not applied to electives automatically. For students that have excess credits that count towards electives, select the **Electives Requirement Met** option on the **Student Exemptions/Requirements** screen.*

The following **EMIS Subject Areas for Credit** are currently automatically included for **Elective Credits**: BUS, CTA, ELE, FLR, HEC, JTC, and TEC.

### **Economics and Financial Literacy**

All students must receive instruction in economics and financial literacy during grades 9-12.

- To indicate a student has received instruction in economics and financial literacy, see “*Edit Student Profile – FN Graduate Tab*”

### **Fine Arts**

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Rev. 5/17/18 V17.3.2

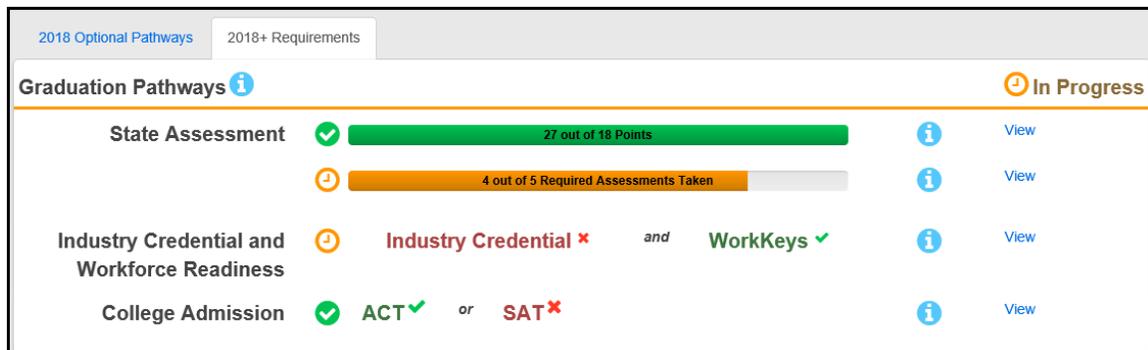
All students must complete at least two semesters of Fine Arts at any time in grades 7 - 12.

- Fine Arts is not a requirement for students following a career-technical pathway.
- To indicate a student is following a career-technical pathway, see “*Student Exemptions / Requirements.*”
- To indicate a student has completed comparable alternate Fine Arts courses that do not fall under the **EMIS Subject Area for Credit** "FAR - Fine Arts," see “*Edit Student Profile – FN Graduate Tab.*”

## Graduation Pathways

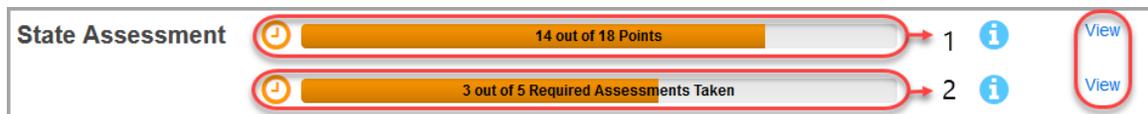
Navigation: StudentInformation – SIS – Student – Graduation Points – Grad Points Summary

The **Graduation Pathways** grid displays a student’s progress towards one of the following graduation pathways: Students must earn a **Complete** in the **State Assessment, Industry Credential and Workforce Readiness, College Admission**, or the **Optional Pathways**. You can click **View** next to each pathway to see more details about the student’s progress.



## State Assessment

The **Graduation Pathways** grid displays the student’s progress towards both **State Assessment** pathways.



1. Indicates the number of the 18 End of Course Exam credit requirement areas the student has completed. End-of Course Exam assessments with a **Required Test Type** of **ALT – Alternate** do not count towards graduation points.

2. Indicates the number of the 5 federal and state required assessments the student has met. All high school students, regardless of their graduation pathway must complete the following required assessments:
- Geometry or Integrated Math 2
  - English II
  - Biology
  - American History
  - American Government

Click **View** next to each **State Assessment** bar to view details on the student's progression.

**State Assessment Pathway** screen – Displays details of student's progress for each End of Course Exam requirements.

StudentInformation > SIS > Student > Graduation Points > Grad Points Summary

Return to Summary

### State Assessment Pathway

English			Completed
ELA1	End of Course - 04/01/2015	Points Earned	3 out of 5
ELA2	End of Course - 04/01/2016	Points Earned	1 out of 5
<b>Total English Points Earned</b>			<b>4 earned / 4 required</b>

Math			Completed
ALG1	End of Course - 04/01/2015	Points Earned	3 out of 5
GEOM	End of Course - 04/01/2016	Points Earned	1 out of 5
MTH1	Student did not take a MTH1 Assessment	Points Earned	0 out of 5
MTH2	Student did not take a MTH2 Assessment	Points Earned	0 out of 5
<b>Total Math Points Earned</b>			<b>4 earned / 4 required</b>

Science/Social Studies			Completed
HIST	End of Course - 04/01/2015	Points Earned	3 out of 5
GOVM	Student did not take a GOVM Assessment	Points Earned	0 out of 5
PHYS/BIOL	PHYSICAL SCIENCE II - Section: 54	Points Earned	4 out of 5
<b>Total Science/Social Studies Points Earned</b>			<b>7 earned / 6 required</b>

Summary			In Progress
English	Completed	Points Earned	4 out of 4
Math	Completed	Points Earned	4 out of 4
Science/Social Studies	Completed	Points Earned	7 out of 6
<b>Areas Completed</b>		<b>3 earned / 3 required</b>	<b>Total Points Earned 15 earned / 18 required</b>

## Prorated Points

If a student is prorated for an End of Course assessment, the **State Assessment Pathway** displays the earned credits in blue. At the bottom of the screen, you can hover your cursor over  to view the student's proration details and the automatically adjusted credit requirements.

- Students receive proration when they have transferred in from out of state and should receive transfer credit for certain End of Course assessments. A student must have an End of Course assessment record with a **Score Not Reported** reason of **Y – Student transferred in with course already completed**. Performance Level is not required. This is required for EMIS reporting.

StudentInformation > SIS > Student > Assessment > End of Course Exam

End of Course Exam Add Assessment Result

Success! The Assessment Result was Successfully Saved.

Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Level
	Spring - 2015	STR	American / United States History	Y	**	***	3
	Spring - 2016	STR	American / United States Government	*	NO	740.00	5

This is how a transfer appears on the **Graduation Points** screen.

English		
ELA1	End of Course - 04/01/2015	Points Earned 3 out of 5
ELA2	End of Course - 04/01/2016	Points Earned 1 out of 5
<b>Total English Points Earned 4 earned</b>		
Math		
ALG1	End of Course - 04/01/2015	Points Earned 3 out of 5
GEOM	Prorated	Prorated
MTH1	Student did not take a MTH1 Assessment	Points Earned 0 out of 5
MTH2	Student did not take a MTH2 Assessment	Points Earned 0 out of 5
<b>Total Math Points Earned 3 earned</b>		
Science/Social Studies		
HIST	End of Course - 04/01/2015	Points Earned 3 out of 5
GOVM	Student did not take a GOVM Assessment	Points Earned 0 out of 5
PHYS/BIO	PHYSICAL SCIENCE II - Section: 54	Points Earned 4 out of 5
<b>Total Science/Social Studies Points Earned 7 earned</b>		
Summary <span style="float: right;">In Progress</span>		
English		Points Earned 4
Math		Points Earned 3
Science/Social Studies		Points Earned 7
ELA 2 and GEOM/Math 2	In Progress	Points Earned 1 out of 5
<b>Total Points Earned 14 earned / 15 required</b>		

Due to the student being prorated in GEOM they only need a total of 15 points across all End of Course exams.

Notice the reduction in points required at the bottom of the screen.

**STUDENTS WHO TRANSFER INTO A DISTRICT FROM OUT-OF-STATE AND STUDENTS PREVIOUSLY HOME-SCHOOLED WITH NO PREVIOUS TEST SCORES WILL HAVE THEIR MINIMUM GRADUATION POINT REQUIREMENT PRORATED. THE TABLE BELOW SHOWS HOW THE POINTS CHANGE BASED ON THE NUMBER OF TESTS REMAINING.**

<b>GRADUATION POINT REQUIREMENT FOR TRANSFER STUDENTS</b>			
<b>Tests Remaining</b>	<b>Points Required</b>	<b>Tests Remaining</b>	<b>Points Required</b>
7	18	4	10
6	15	3	8
5	13	2	5

*Note: Students must earn a minimum of five points across the English II and either the integrated mathematics II or geometry end-of-course tests.*

Regardless of the tests remaining, at minimum, out-of-state and home-school transfer students must take the English II and either the Integrated Math II or Geometry End of Course tests and earn a minimum of five points across the tests in order to graduate.

Students must also test in any course that they have not yet completed if the course has a corresponding End of Course test. Therefore, if a student transfers in with only biology and American government left to take, the student would be required to take the biology, American government, English II, and Geometry (or Integrated Math II) tests, and earn a total of 10 points, five of which must come from the English and mathematics tests.

If a student transfers in with only one test or no tests remaining, the student may take the college and career readiness tests. If the student meets the remediation-free scores on the ACT or SAT, they will have satisfied the assessment component of the graduation requirements. If the student does not earn a remediation-free score, then the student must take the English II and either the geometry or integrated math II End of Course tests plus any tests associated with courses that they have not yet taken and earn the required prorated points to satisfy the graduation requirements.

This prorated graduation point option takes effect with the class of 2018. These are students who entered the ninth grade for the first time in the 2014-2015 school year.

### **IEP Exemptions for End of Course Subject Areas**

If a student's latest IEP has a Special Education Grad Requirement record for an Assessment area (e.g. "End of Course – ALG1 – Algebra 1"), and the Exemption flag element is set to "Y," the student receives three graduation points towards that particular End of Course requirement. **The student must have at least one attempt of the End of Course subject area they are exempt from to be truly exempt.**

If a student has multiple IEP's and the exemptions have not been defined on the latest IEP event, the exemptions from the prior IEP event will not be used by Grad Points.

Exemptions must be on the IEP event with the more recent date.

**Special Education**  
From this screen, you can display, add, change and delete Special Education records.

Events | Grad Requirement | Services

IEP Date: 11/02/2016  
Date Type: AIEP - Amended IEP  
Assessment Area: End of Course - ALG1 - Algebra 1  
Exemption Flag: N - Not Exempt-student must achieve proficient lev to graduate  
Y - Exempt-IEP team determined does not need to achieve prof to gradua

**Math** In Progress

ALG1	AIEP - 11/02/2016	Points Earned 3 out of 5
GEOM	Student did not take a GEOM Assessment	Points Earned 0 out of 5
MTH1	Student did not take a MTH1 Assessment	Points Earned 0 out of 5
MTH2	Student did not take a MTH2 Assessment	Points Earned 0 out of 5
<b>Total Math Points Earned</b>		<b>3 earned / 4 required</b>

**Summary** In Progress

English	Not Started	Points Earned 0 out of 4
Math	In Progress	Points Earned 3 out of 4
Science/Social Studies	Not Started	Points Earned 0 out of 6
<b>Areas Completed</b>		<b>0 earned / 3 required</b>
<b>Total Points Earned</b>		<b>3 earned / 18 required</b>

All students, including students with disabilities, must participate in state assessments. The Individualized Education Program (IEP) team may exempt a student with disabilities from consequences of not being proficient on End of Course tests. When the IEP team determines a student is exempt from being proficient on an End of Course test, the student may receive three points (equivalent to proficient) for each exempted test required for graduation. In the example above, the student has Total Points Earned = 3 for the ALG1 assessment because of the AIEP event. There is no alternate assessment for End of Course tests. Some students may be eligible to participate in an alternate assessment per the Alternate Assessments for Students with Significant Cognitive Disabilities participation guidelines. For these students, a proficient score in each of the content areas – English Language Arts, Mathematics, Science and Social Studies – may replace the graduation requirement of a minimum composite score on the seven End of Course tests.

### Score Not Reported value on End of Course Assessment Records

If a student has an End of Course assessment record with a **Score Not Reported** value of **A/B/C/D/E/F/G/H/I/J/M**, the record now displays as the End of Course <value> - <date> on the State Assessment Pathway screen. These records indicate the reason the assessment was not taken and displays the performance level of the student, if applicable.

End of Course Exam							Add Assessment Result
Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Level
	Spring - 2017	STR	Algebra 1	*	NO	724.00	3
	Spring - 2017	STR	American / United States History	G	**	***	INV / DNA

Science/Social Studies			In Progress
HIST	End of Course-G - 04/01/2017	Points Earned	0 out of 5
GOVM	Student did not take a GOVM Assessment	Points Earned	0 out of 5
BIOL	End of Course - 04/01/2017	Points Earned	5 out of 5
<b>Total Science/Social Studies Points Earned</b>			<b>5 earned / 6 required</b>

## Required State Assessments

The **Required State Assessments** screen is another summary that gives you a quick glance at the student's progression for the required state assessments. This is for the five federal and state required assessments.

**Completed** – Student has completed a particular assessment.

**Incomplete** – Student has not completed a particular assessment.

Required State Assessments		In Progress
GEOM or MTH2		
ELA2		
BIOL		
HIST		
GOVM		
<b>Assessments Taken</b>		<b>3 out of 5</b>

## Industry Credential and Workforce Readiness

The Graduation Pathways grid displays the student's progress towards the Industry Credential and Workforce Readiness pathway. Students must complete at least 12 points in at least one Industry Recognized Credential, as well as at least 13 points on the WorkKeys assessment.

Industry Credential and Workforce Readiness		Industry Credential	and	WorkKeys		
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Click **View** to see the details of assessments.

StudentInformation > SIS > Student > Graduation Points > Grad Points Summary

Return to Summary

Check for Updated Information

**Industry Credential** Last Updated 1/20/2017 11:55:03 AM -

*At least one of the section(s) below must have a minimum of 12 points to be marked as complete*

**1** **Arts and Communications**  Completed

ProTools- Expert Music	Completed	Points Earned 4
ProTools- Expert Post	Completed	Points Earned 4
ProTools- ICON Mixer	Completed	Points Earned 4
ProTools- Operator Music	Completed	Points Earned 4
ProTools- Operator Post	Completed	Points Earned 4
ProTools- User	Completed	Points Earned 4
ProTools- VENUE Operator	Completed	Points Earned 4
ProTools- Worksurface Operator	Completed	Points Earned 4

**Total Points Earned 32 earned / 12 required**

**2** **Workforce Readiness**

*Minimum of 3 points per section and a sum greater than 13*

**WorkKeys**  Not Met

Locating Information	Completed	Points Earned 7
Mathematics	Completed	Points Earned 6
Reading	Not Met	Points Earned 2

**Total Points Earned 15 earned / 13 required**

Two grids display on this screen: **Industry Credential** and **Workforce Readiness**.

- **Completed** – Student has completed a section of a credit requirement or a particular credit requirement.
- **In Progress** – Student is in the process of completing a credit requirement.
- **Not Met** – Student has not met the credit requirement.

**1. Industry Credential** – Students must earn at least 12 points in at least one of the following Industry Credential areas:

- Agriculture
- Arts and Communications
- Business and Finance
- Construction

- Education and Training
- Engineering
- Health
- Hospitality and Tourism
- Human Services
- Information Technology
- Law and Public Safety
- Manufacturing
- Transportation

## 2. Workforce Readiness

- Students graduating in 2018 and 2019 must earn at least 13 points across all three WorkKeys Assessment sections with at least 3 points in each section of the test.
- Students graduating in 2020 and forward must earn at least 14 points across all three WorkKeys Assessment sections with at least 3 points in each section of the test.

## College Admission

The Graduation Pathways grid displays the student's progress towards the College Admission pathway. Students must meet the remediation-free scores on the ACT or SAT to fulfill the pathway requirements.

College Admission

✔ ACT ✔ or SAT ✘
i
View

Click **View** to view details on the student's progression. The **College Admission** screen displays.

[Return to Summary](#)
Check for Updated Information
Last Updated 5/15/2018 9:55:35 AM - amy.recker

### College Admission

Completed

ACT	Mathematics Score - 03/01/2017	Highest Math Sub-Score 27 out of 22
<p>Math <span style="color: green;">✔</span></p> <p style="font-size: x-small;">Other Potential Scores</p>	<p>Mathematics Score - 10/28/2017</p> <p>Mathematics Score - 12/10/2016</p> <p>Mathematics Score - 06/10/2017</p> <p>Mathematics Score - 06/20/2016</p> <p>Mathematics Score - 10/09/2017</p>	<p>MATH Sub-Score 25 out of 22</p> <p>MATH Sub-Score 24 out of 22</p> <p>MATH Sub-Score 24 out of 22</p> <p>MATH Sub-Score 23 out of 22</p> <p>MATH Sub-Score 22 out of 22</p>
<p>Reading <span style="color: green;">✔</span></p> <p style="font-size: x-small;">Other Potential Scores</p>	<p>Reading Score - 10/28/2017</p> <p>Reading Score - 06/20/2016</p> <p>Reading Score - 06/10/2017</p> <p>Reading Score - 12/10/2016</p> <p>Reading Score - 03/01/2017</p> <p>Reading Score - 10/09/2017</p>	<p>Highest Reading Sub-Score 32 out of 22</p> <p>READ Sub-Score 30 out of 22</p> <p>READ Sub-Score 30 out of 22</p> <p>READ Sub-Score 28 out of 22</p> <p>READ Sub-Score 25 out of 22</p> <p>READ Sub-Score 24 out of 22</p>
<p>English <span style="color: green;">✔</span></p> <p style="font-size: x-small;">Other Potential Scores</p>	<p>English Score - 12/10/2016</p> <p>English Score - 06/10/2017</p> <p>English Score - 10/09/2017</p> <p>English Score - 10/28/2017</p> <p>English Score - 06/20/2016</p> <p>English Score - 03/01/2017</p>	<p>Highest English Sub-Score 27 out of 18</p> <p>ENG Sub-Score 25 out of 18</p> <p>ENG Sub-Score 24 out of 18</p> <p>ENG Sub-Score 24 out of 18</p> <p>ENG Sub-Score 23 out of 18</p> <p>ENG Sub-Score 23 out of 18</p>

SAT		✖ Not All Areas Met
Math ✖	Student did not take the Math Assessment	Highest Math Sub-Score 0 out of 520
Reading ✖	Student did not take the Reading Assessment	Highest Reading Sub-Score 0 out of 450
Writing ✖	Student did not take the Writing Assessment	Highest Writing Sub-Score 0 out of 430
		Areas Met 0 out of 3

SAT		✖ Not All Areas Met
Math ✖	Student did not take the Math Assessment	Highest Math Sub-Score 0 out of 530
Reading and Writing ✖	Student did not take the Reading and Writing Assessment	Highest Reading and Writing Sub-Score 0 out of 480
		Areas Met 0 out of 2

In the first column in the screenshot above,

- ✔ – Student has met the subject area requirements.
- ✖ – Student did not meet the subject area requirements.

The second column indicates the date the student took the test. If the student took the test multiple times, the attempt with the highest score displays.

***Note:** When a student has completed multiple ACT or SAT tests, > appears to the left of each subject requirement and you can click on it to expand the details of all tests taken. The highest score for each subject area, regardless of when the test was taken, is used to assess the student's **College Admission Pathway** completion.*

### 2018 Optional Pathways

The **2018 Optional Pathways** tab displays if students have a **Fiscal Year Began 9<sup>th</sup>** value of **2015** on their **Edit Student Profile** screen **FN-Attributes** tab and the current year in context is 2017-2018. Students who have a **Fiscal Year Began 9<sup>th</sup>** value of **2015** can choose to complete either the **Graduation Option** or the **Career-Technical Option**. Alternatively, these students can also choose to complete one of the graduation pathways on the **2018+ Requirements** tab instead.

2018 Optional Pathways		2018+ Requirements
<b>Graduation Pathways</b> ⓘ		✔ Completed
Graduation Option	✔ 2 out of 2 Completed	ⓘ View
Career-Technical Option	✔ 1 out of 1 Completed	ⓘ View

Click **View** to see the details regarding the student's progress towards the **2018 Optional Pathways**. Students must take and pass courses that constitute the curriculum

requirements, take all 7 End of Course Exams, and fulfill any additional requirements for the **Graduation Option** or the **Career-Technical Option**.

- **Graduation Option** – Student must meet at least 2 of the 9 requirements; if the student receives a score of 1 or 2 on any Math or English Arts test, they must retake the test at least once.
- **Career-Technical Option** – Students must finish a career-technical program that includes at least 4 courses in a single career pathway and complete at least 1 of 3 requirements.

[Return to Summary](#) [Check for Updated Information](#)  
Last Updated 5/15/2018 9:55:35 AM - amy.recker

### 2018 Optional Pathways

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**Graduation Option** ✖ Not Started

Attendance <span style="color: red;">✖ Not Met</span>	AP/IB <span style="color: red;">✖ Not Met</span>
GPA <span style="color: red;">✖ Not Met</span>	WorkKeys <span style="color: red;">✖ Not Met</span>
Capstone Project <span style="color: red;">✖ Not Met</span>	Industry Credential <span style="color: red;">✖ Not Met</span>
Work/Community Service <span style="color: red;">✖ Not Met</span>	OhioMeansJobs <span style="color: red;">✖ Not Met</span>
College Credit Plus <span style="color: red;">✖ Not Met</span>	

*Areas Met 0 out of 2*

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**Career-Technical Option** ✖ Not Started

Exams <span style="color: red;">✖ Not Met</span>
Industry Credential <span style="color: red;">✖ Not Met</span>
Workplace Experience <span style="color: red;">✖ Not Met</span>

*Areas Met 0 out of 1*

You can indicate that the student has completed a requirement on the **Student Exemptions / Requirements** screen.

Optional Graduation Requirements	
Requirement	Description
<input type="checkbox"/>	Attendance Attendance rate of 90 percent during 12th grade year
<input type="checkbox"/>	GPA Earn GPA of 2.5 on a 4.0 scale in all courses during 12th grade year
<input type="checkbox"/>	Capstone Project Complete a capstone project during 12th grade year
<input type="checkbox"/>	Work/Community Service Complete 120 hours of work/community service during 12th grade year
<input type="checkbox"/>	College Credit Plus Earn 3 or more College Credit Plus credits
<input type="checkbox"/>	AP/IB Earn credit for an AP or IB course and exam score of 3/4 (AP/IB)
<input type="checkbox"/>	WorkKeys Earn a score of 3 on each of three test sections
<input type="checkbox"/>	Industry Credential Earn a score of 3 points
<input type="checkbox"/>	OhioMeansJobs Meet OhioMeansJobs Readiness Seal requirements
Optional Career-Technical Requirements	
Requirement	Description
<input type="checkbox"/>	Exams Earn a total score of proficient or better based on all career-technical exams or test modules
<input type="checkbox"/>	Industry Credential Earn an industry-recognized credential or credentials that equal 12 points
<input type="checkbox"/>	Workplace Experience Complete a workplace experience totaling 250 hours with evidence of positive evaluations

## Students with Alternate Assessments

An **(AASCD) Alternative Requirements** tab displays for students participating in Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) and have taken alternate assessments.

**Note:** The **(AASCD) Alternate Requirements** tab does not display if the student has no alternate assessments entered.

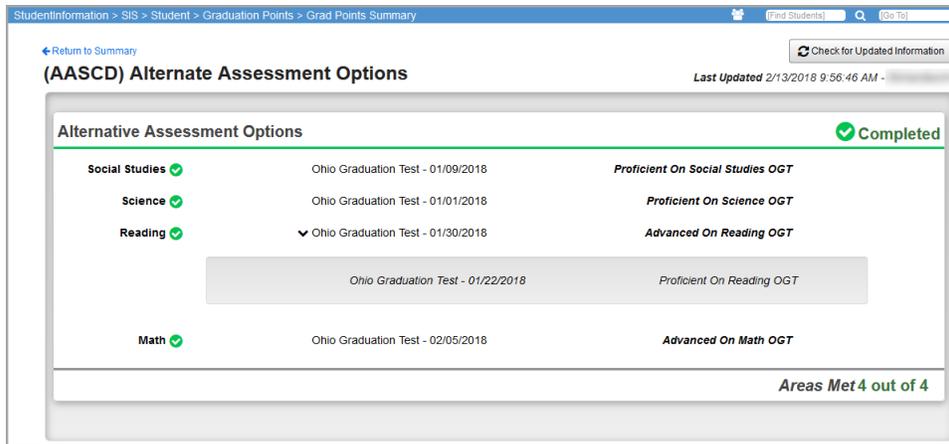
These students must complete alternate assessments for Reading, Math, Science, and Social Studies and receive at least a **Proficient** score for each assessment area.

**Note:** These alternate assessments must be entered under OGT assessments with a **Test Type of ALT-Alternative**.

The screenshot displays the 'Grad Points Summary' page. At the top, it shows the breadcrumb 'StudentInformation > SIS > Student > Graduation Points > Grad Points Summary' and a search bar. A 'Check for Updated Information' button is present, along with a timestamp 'Last Updated 2/13/2018 9:56:46 AM'. The main content is divided into two sections: 'Credit Requirement' and 'Graduation Pathways'. The 'Credit Requirement' section shows a progress bar for 'Total Areas Met' at 3 out of 9 completed. Below this, a table lists various subjects with their completion status and a 'View' link. The 'Graduation Pathways' section shows a progress bar for '(AASCD) Alternate Assessment Options' at 4 out of 4 completed.

Subject	Status	Action
English	Completed	View
Physical Education	Not Started	View
Math	In Progress	View
Social Studies	Completed	View
Economics and Financial Literacy	Incomplete	
Science	In Progress	View
Health	Completed	View
Electives	In Progress	View
Fine Arts	In Progress	View

Click **View** to see the details regarding the student's progress toward alternative requirements. To meet graduation requirements, these students must complete alternate assessments for Reading, Math, Science, and Social Studies and receive at least a **Proficient** score for each assessment area.



## Student Exemptions / Requirements

### Navigation: StudentInformation – SIS – Student – Graduation Points – Student Exemptions/ Requirements

The **Student Exemptions / Requirements** screen lets you select any exemptions the student may need or requirements that they have met.

**Note:** Currently, the exemption and requirements met indicators on the **Edit Student Profile** screen **FN-Graduate** tab are now tied to the related indicators on the **Student Exemptions/Requirements** screen. If you set an exemption or requirement for a student on the **FN-Graduate** tab, the changes are reflected on the **Student Exemptions/Requirements** screen. Only those exemptions that do not appear on the **Edit Student Profile** screen must be changed on the **Student Exemptions / Requirements** screen.

#### Students may be EXEMPT from the following:

- **Physical Education** – (Depending on district policies) select this check box on **Edit Student Profile** screen **FN-Graduate** tab if the student has participated in interscholastic athletics, marching band, or cheerleading for two full seasons; or an approved Junior Reserve Officer Training Corps (JROTC) program for two years.
- **Advanced Math** (Algebra II) – Select this check box on the **Student Exemptions/Requirements** screen if a family decides that their child is not prepared to meet the graduation requirement for a higher-level math course, or if their child is planning a career that does not require higher level math.
- **Advanced Science** – Select this check box on the **Student Exemptions/Requirements** screen if a family decides that their child is not prepared to meet the graduation requirement for a higher-level science course, or if their child is planning a career that does not require higher level science.

- **Career-Technical Pathway** – When the **Career-Technical Pathway** check box is selected on the **Student Exemptions/Requirements** screen, the student is exempt from the following:
  - Advanced Math (Algebra II)
  - Student must still complete four units in mathematics.
  - Fine Arts

You can indicate the student has **MET** the following requirements:

- **Economics and Financial Literacy** – Update the field value on the **Edit Student Profile** screen **FN-Graduate** tab to indicate the student has received instruction in Economics and Financial Literacy. Various courses across the district may provide content for this requirement.
- **Fine Arts** – Update the field value on the **Edit Student Profile** screen **FN-Graduate** tab if the student has completed comparable alternate courses, such as high level woodworking, that do not fall under the **EMIS Subject Area for Credit of FAR - Fine Arts**.
- **Electives** – Select this check box on the **Student Exemptions/Requirements** screen if the student has electives that should be included in graduation points but does not fall under the following core subject areas: BUS, CTA, ELE, FLR, HEC, JTC, and TEC.

After selecting the checkbox(es) that apply to the student, click **Update Exemptions** to save your changes.

Student Exemptions / Requirements		Update Exemptions
	Exemption	Description
<input type="checkbox"/>	Economics and Financial Literacy	Economics and Financial Literacy requirement met
<input type="checkbox"/>	Fine Arts	Fine Arts requirement met
<input type="checkbox"/>	Physical Education	Physical Education requirement met
<input type="checkbox"/>	Career-Technical Pathway	Student is following a career-technical pathway
<input type="checkbox"/>	Advanced Math	Student is exempt from higher level math (Algebra II) requirement
<input type="checkbox"/>	Advanced Science	Student is exempt from higher level science requirement
<input type="checkbox"/>	Electives	Elective requirement met

A confirmation message displays.

StudentInformation > SIS > Student > Graduation Points > Student Exemptions / Requirements

**Success!** The exemptions were successfully saved.

When the **Grad Points Summary** screen displays again, you must click the **Check for Updated Information** button to see the updated exemptions and/or requirements in the summary. They will remain until you change them. They are not school year specific.

StudentInformation > SIS > Student > Graduation Points > Grad Points Summary

(Find Students) (Go To)

Check for Updated Information

### Grad Points Summary

Last Updated 4/19/2017 12:24:10 PM - debbie.barbee

**Credit Requirement** In Progress

English <span style="color: red;">✘</span> Not Started <a href="#">View</a>	Science <span style="color: red;">✘</span> Not Started <a href="#">View</a>
Physical Education <span style="color: green;">✔</span> Exempt <a href="#">View</a>	Health <span style="color: red;">✘</span> Not Started <a href="#">View</a>
Math <span style="color: orange;">○</span> In Progress <a href="#">View</a>	Electives <span style="color: orange;">○</span> In Progress <a href="#">View</a>
Social Studies <span style="color: red;">✘</span> Not Started <a href="#">View</a>	Fine Arts <span style="color: green;">✔</span> Completed <a href="#">View</a>
Economics and Financial Literacy <span style="color: green;">✔</span> Completed	

Total Areas Met ○  3 out of 9 Completed [More...](#)

## Share Data with Joint-Vocational Schools

Navigation: StudentInformation – Management – District Administration – District Trusts

For students who attend Joint-Vocational Schools (JVS), in order to share Graduation Points data between a Home School and a JVS, a **District Trust** must be configured at the Home School for the JVS, and at the JVS for the Home School.

1. On the **District Trusts** screen, with a district in context, click **Add District Trust**.

StudentInformation > Management > District Administration > District Trusts

## District Trusts

From this screen, you can display, add, change and delete District Trusts.

Add District Trust

	District Code	District Name ▲	District IRN	Trust Type
There are no records to display				

**Note:** If your Home School or JVS already has a District Trust configured for the corresponding JVS or Home School, you can click next to the district on the grid to edit the existing District Trust to include **Grad Points** instead.

	District Code	District Name ▲	District IRN	Trust Type
		JVS District		EZ Query

2. In the **Trusted District** drop-down list, select the JVS or Home School with which you wish to share data.
3. Select the **Grad Points** check box.
4. Click **Save**.

The **District Trusts** screen displays with the new trusted or edited district, and Graduation Points data can now be shared if the selected district has also chosen to share with your district. If you don't have access to the **District Trusts** screen, contact your ITC.

StudentInformation > Management > District Administration > District Trusts

## District Trusts

From this screen, you can display, add, change and delete District Trusts.

The District Trust was saved successfully ✕

[Add District Trust](#)

	District Code	District Name ▲	District IRN	Trust Type
 		JVS District		Grad Points

**Note:** If you are not receiving JVS data at the Home School or are not receiving Home School data at the JVS, ensure that both JVS and Home School have enabled District Trusts for **Grad Points** with each other and that the below requirements have been configured.

5. (If not previously configured) In addition to setting up District Trusts, the following configurations must exist for a student who attends a JVS in order to share Graduation Points data:
  - a. In the Home School, on the student's **Edit Student Profile** screen **FS-Standing** tab **Sent to 1:** grid, **Reason:** should have "JV" selected and the **IRN** of the JVS district needs to be entered.
  - b. In the JVS, on the student's **Edit Student Profile** screen **FS-Standing** tab, the **District of Residence** field needs to have the Home School IRN entered.
  - c. For both Home School and JVS, the student's **Edit Student Profile** screen **FS-Standing** tab record must have a matching **State Student ID (SSID)**.

## Viewing JVS and Home School Data

Navigation: StudentInformation – SIS – Student – Graduation Points – Grad Points Summary

Once both the Home School and JVS have set up District Trusts with each other and have the appropriate JVS configurations, you can now view both Home School and JVS Graduation Points data for a student on the **Grad Points Summary** screen.

A tab displays for the Home School Graduation Points data and for the JVS Graduation Points data.

The screenshot shows the 'Grad Points Summary' interface. At the top, there is a breadcrumb trail: 'StudentInformation > SIS > Student > Graduation Points > Grad Points Summary'. Below this, there are two tabs: 'Home School' and 'JVS', both of which are highlighted with a red box. To the right of the tabs is a 'Check for Updated Information' button and a 'Last Updated' timestamp: '1/17/2017 12:32:42 PM - DASLDBA'. The main content area is titled 'Credit Requirement' and lists various subjects with their current status and a 'View' link. The subjects and their statuses are: English (In Progress), Science (In Progress), Physical Education (Completed), Health (Not Started), Math (In Progress), Electives (Not Started), Social Studies (In Progress), Fine Arts (In Progress), and Economics and Financial Literacy (Incomplete). At the bottom, there is a 'Total Areas Met' progress bar showing '1 out of 9 Completed' and a 'More...' link.

Subject	Status	Action
English	In Progress	View
Science	In Progress	View
Physical Education	Completed	View
Health	Not Started	View
Math	In Progress	View
Electives	Not Started	View
Social Studies	In Progress	View
Fine Arts	In Progress	View
Economics and Financial Literacy	Incomplete	

Click the **Home School** tab or **JVS** tab to view the corresponding Graduation Points data for the student at each school.

**Note:** The **Home School** and **JVS** tabs only display a student's progress at the Home School or JVS; it does not combine the student's progress at both schools.

**Note:** The **Check for Updated Information** button only updates a student's Graduation Points data for the school in context.

**Note:** When you view the **Student Exemptions / Requirements** screen, it only displays the settings according to the school in context.

## Grad Points Search

**Navigation: StudentInformation – SIS – Student – Graduation Points – Grad Points Search**

The **Grad Points Search** screen allows you to filter for students by their **Grade**, **Counselor**, **AdHoc Group**, and/or **Membership**. The search results provide a quick overview of a group of students' progress toward completing their graduation requirements. You can also view more details about a student's progress or their exemptions from this screen.

**Note:** *By default, when you first access the **Grad Points Search** screen, the **Grad Points Search** results grid displays all students of a district or school in context with 10 results per screen.*

1. Select any of the following criteria to narrow your results.

- **Grade** – Select the corresponding check box for each grade(s) of students you wish to include in the drop-down list.
- **Counselor** – Select the corresponding check box for each counselor(s) whose students you wish to include in the drop-down list.
- **AdHoc Group** – Select the corresponding check box for each AdHoc Group(s) whose students you wish to include in the drop-down list.
- **Membership** – Select the corresponding check box for each Membership(s) whose students you wish to include in the drop-down list.
- **Show Incomplete Only** – Select this check box if you do not wish to see students who have met their graduation points requirements.
- Optional: You can click **Clear** next to each filter option to remove all previously selected search filters in a drop-down list.
- Optional: You can select to display 10, 25, 50, or 100 results per screen at the bottom of the screen.

StudentInformation > SIS > Student > Graduation Points > Grad Points Search

**Grad Points Search**

Search on the following filter criteria

Grade: Any [Clear](#) AdHoc Group: Any [Clear](#)

Counselor: Any [Clear](#) Membership: 115002 - Educati... [Clear](#)

Show Incomplete Only [Search](#)

- 115002 - Educational travel
- 115004 - Mentor program
- 115005 - Tutorial program
- 120010 - Early College high School
- 151490 - Student received intervention
- 151500 - Summer Reading Programs
- 152330 - Student received intervention

Student	Credit Requirements	Graduation Pathways	Exemptions
Grade: 09 Counselor: [redacted]	Not Started [0.00 / 20.00]	In Progress [6.00 / 18.00]	<a href="#">View</a>
Grade: 11 Counselor: [redacted]	In Progress [13.50 / 20.00]	In Progress [14.00 / 15.00]	<a href="#">View</a>

2. Click **Search**. The new results display.

StudentInformation > SIS > Student > Graduation Points > Grad Points Search

**Grad Points Search**

Search on the following filter criteria

Grade: 12 - 12 [Clear](#) AdHoc Group: Any [Clear](#)

Counselor: Any [Clear](#) Membership: Any [Clear](#)

Show Incomplete Only [Search](#)

Student	Credit Requirements	Graduation Pathways	Exemptions
<b>c</b> Grade: 12 Counselor: [redacted]	<b>a</b> In Progress [22.00 / 20.00]	<b>b</b> In Progress [30.00 / 18.00]	<b>d</b> <a href="#">View</a>
Grade: 12 Counselor: [redacted]	In Progress [15.00 / 20.00]	Completed [22.00 / 18.00]	<a href="#">View</a>
Grade: 12 Counselor: [redacted]	In Progress [21.17 / 20.00]	Completed [31.00 / 18.00]	<a href="#">View</a>

- a. The **Credit Requirements** column displays each student's progress toward their state minimum of 20 credits across multiple subjects.
- b. The **Graduation Pathways** column displays each student's progress toward their 18-point requirement across their End of Course Exams.

- c. Optional: You can click on a student's name to view their **Grad Points Summary** screen.
- If you navigate to the **Grad Points Summary** screen from the **Grad Points Search** results grid, a **Return to Search** link displays on the top left of the **Grad Points Summary** screen. You can click **Return to Search** to navigate back to your most recent search results on the **Grad Points Search** screen.



- d. The **Exemptions** column displays a number in a box and a **View** link.
- i. The number indicates the amount of selected check boxes the student has on the **Student Exemptions / Requirements** screen.
  - ii. Optional: You can click **View** to navigate to the **Student Exemptions/ Requirements** screen.
- If you navigate to the **Student Exemptions / Requirements** screen from the **Grad Points Search** results grid, a **Return to Search** link displays on the top left of the **Student Exemptions / Requirements** screen. You can click **Return to Search** to navigate back to your most recent search results on the **Grad Points Search** screen.



# Graduation Points Troubleshooting

1. A student took a course with a corresponding End of Course exam prior to the assessment being available, but the End of Course Assessment summary isn't showing the course points for the mark the student received in the course.

If the student took the course in a building in your district, check the course record in the school year and building the student completed the course. Make sure the **End of Course Assessment** field on the **EMIS** tab indicates the assessment that applies to the course. Courses for all years were mass updated based on the following EMIS subject codes, however, since some of the assessments share subject codes in Math, they were all assigned to the Algebra I assessment. It will be necessary for the building to update the assessment to the correct value. Here are the subject codes that were updated:

End Of Course Exam	EOC Abbreviation	EMIS Course Code	Course Title	
English Language Arts I	ELA1	050160	Integrated English Language Arts I	
English Language Arts II	ELA2	050170	Integrated English Language Arts II	
Algebra I	ALG1	110065	Advanced Mathematics 8	
	ALG1	110301	Algebra I	End of Course - ALG1 - Algebra 1
	ALG1	110480	Applied Algebra or Applied Mathematics	End of Course - BIOL - Biology
Geometry	GEOM	111200	Geometry	End of Course - ELA1 - English Language Arts 1
	GEOM	110490	Applied Geometry or Applied Mathematics II	End of Course - ELA2 - English Language Arts 2
Integrated Math I	MTH1	110010	Mathematics I (integrated math course)	End of Course - GEOM - Geometry
Integrated Math II	MTH2	110020	Mathematics II (integrated math course)	End of Course - GOVM - American / United States Government
Physical Science	PHYS	132220	Physical Science	End of Course - HIST - American / United States History
Biology	BIOL	132230	Biology	End of Course - MTH1 - Mathematics 1
	BIOL	132330	Advanced Biology	End of Course - MTH2 - Mathematics 2
American History	HIST	150810	History (American)	End of Course - PHYS - Physical Sciences
	HIST	152300	History(Integrated)	
American Government	GOVM	150300	Government(American)	
	GOVM	150308	Government/Economics (American)	
	GOVM	159950	Government & Politics (United States)	

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2. A student is exempt from taking the Algebra I exam because of a special ed exemption, however, the student isn't showing the exemption on the **State Assessment Pathway** screen.

Check to make sure all assessment exemptions are defined on a Graduation-Only record for the student's most recent IEP date.

Check to make sure they took at least 1 assessment in that subject area in order for the proficiency to count toward graduation. Even though the student has an IEP exemption for that subject area, they must still take at least 1 assessment in that subject area.

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3. A student took a physics course but it isn't appearing in the **Advance Science** section of the **Science Credits** screen.

Check the **Subject Area for Credit** field on the course record to make sure it is showing the correct value for the science course. Advanced science courses should

have a **Subject Area of Credit** of **SCA**. If the value is different on the course, it would appear in a different science category.

4. What International Baccalaureate Assessments are used as substitute assessments for the End of Course Exams?

For IB, if they have an IB assessment record for the following assessments, it will count as a replacement test:

**Biology:**

- IB10 – Biology – Higher Level
- IB50 – Biology – Standard Level

**American History or American Government:**

- IB21- History – Higher Level
- IB22 - History – Standard Level
- IB26 – History 2: Americas – Higher Level

The following score conversion table indicate the Crosswalk of assessment result to Graduation Points for both AP and IB Assessments:

AP AND IB CROSSWALK TO GRADUATION POINTS		
ADVANCED PLACEMENT	INTERNATIONAL BACCALAUREATE	GRADUATION POINTS
4 or 5	6 or 7	5
3	4 or 5	4
2	2 or 3	3
Not applicable	Not applicable	2
1	1	1

When a student has an International Baccalaureate result, it will display on the Grad Points assessment detail as follows:

Science/Social Studies		✔ Completed
<ul style="list-style-type: none"> <li>➤ HIST</li> <li>GOVM</li> <li>➤ PHYS/BIOL</li> </ul>	<ul style="list-style-type: none"> <li>International Baccalaureate - 05/02/2016</li> <li>Student did not take a GOVM Assessment</li> <li>End of Course - 12/01/2015</li> </ul>	<ul style="list-style-type: none"> <li>Points Earned 4 out of 5</li> <li>Points Earned 0 out of 5</li> <li>Points Earned 3 out of 5</li> </ul>
<b>Total Science/Social Studies Points Earned 7 earned / 6 required</b>		

5. A student has a student course history record for Algebra I taken at another district, however, the course isn't appearing under the courses that count for Math credits. The course history record has an **EMIS Subject Area for Credit** of **MTA - Mathematics**, has the **Is High School Credit** check box selected, and has an **End of Course Assessment Area** indicated. Why isn't it showing up?

Check the mark the student received in the course. The application makes every attempt to translate the mark, especially if it's numeric, to an alpha equivalent to determine the points to assign. If the student received a numeric mark, make sure there is an alpha equivalent mark defined. If the student received a mark such as a P or an S that just indicates passing, the application will not be able to assign a point value to the unless there are points within the range for grad points assigned to the marks on the Marks table.

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6. A student isn't meeting the elective required total credits, however, I know the student has additional credits in Math and English/Language Arts. Why aren't the additional credits counted towards the elective requirements?

Grad Points currently does not designate where overflow credits should be allotted in the manner that Graduation/Eligibility does.