



**ProgressBook
StudentInformation
Graduation Points and
Eligibility Guide**



Ohio

ProgressBook Student Information Graduation Points and Eligibility Guide

(This document is current for v17.3.0 or later.)

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Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Graduation Points and Eligibility Guide* have been made.

Product Version	Heading	Page	Reason
17.3.0	<i>"Graduation Pathways"</i>	15	Updated section to reflect the new 2018 Graduation Pathways tab and the renamed (AASCD) Alternative Requirements tab.
17.3.0	<i>"Student Exemptions / Requirements"</i>	30	Updated section to show the new Optional Graduation Requirements and Optional Career-Technical Requirements .
17.2.0	<i>"Students with Alternate Assessments"</i>	15	Added new section.
17.2.0	<i>"State Assessment"</i>	19	Updated text to reflect new proration logic.
17.2.0	<i>"Industry Credential and Workforce Readiness"</i>	26	Updated images and added note to reflect new WorkKeys version and logic.
17.2.0	Entire Guide	N/A	Updated inactive icon.
17.0.1	<i>"College Admission"</i>	29	Added a note to clarify ACT and SAT scores.
17.0.0	<i>"State Assessment"</i>	19	Updated section to reflect new Math requirements.
16.3.7	<i>"Students Graduating in 2017"</i>	16	Updated requirements for students graduating in 2017.

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Graduation Points Overview

Graduation Points is a method of verifying if students have met all the credit requirements for graduation and show readiness for next steps in college and/or careers. All students graduating in 2018 and forward must complete a combination of the following:

- **Credit Requirement** – Students must complete all state minimum requirements below:
 - 20 credits
 - Receive instruction in Economics and Financial Literacy
 - Complete at least two semesters of Fine Arts
- **Graduation Pathways** – Students must complete one of the following pathways: **State Assessment** (18 points), **Industry Credential and Workforce Readiness**, or **College Admission**. In addition to completing one of the three pathways, students must also complete the 5 required **State Assessments**.
 - **State Assessment**
 - 18 points requirement across the End of Course Exams
 - Take 5 federal and state required tests (required for all students regardless of pathway):
 - Geometry or Integrated Math 2
 - English II
 - Biology
 - American History
 - American Government
 - **Industry Credential** – Students must earn 12 points through a State Board of Education-approved, industry recognized credential or group credentials in one of the following career fields:
 - 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
 - **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** – Students must meet the remediation-free scores on either standardized test below:
 - ACT
 - SAT

Depending on a student's career path, comparable courses taken, or overflowed electives, students can be assigned exemptions or requirements met for the following:

- **Economics and Financial Literacy** requirement met
- **Fine Arts** requirement met
- Student is exempt from **Physical Education** requirement
- Student is following a **Career-Technical Pathway**
- Student is exempt from **higher level Math** (Algebra II) requirement
- Student is exempt from **higher level Science** requirement
- **Elective** requirement met

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](#)

Student	Credit Requirements	View
Grade: 09 Counselor:	Not Started [0.00 / 20.00]	In Progress [6.00 / 18.00] View
Grade: 11 Counselor:	In Progress [13.50 / 20.00]	In Progress [14.00 / 15.00] View

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
[Redacted] Grade: 12 Counselor: [Redacted]	a In Progress [22.00 / 20.00]	b In Progress [30.00 / 18.00]	d 3 View
[Redacted] Grade: 12 Counselor: [Redacted]	In Progress [15.00 / 20.00]	Completed [22.00 / 18.00]	0 View
[Redacted] Grade: 12 Counselor: [Redacted]	In Progress [21.17 / 20.00]	Completed [31.00 / 18.00]	0 View

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

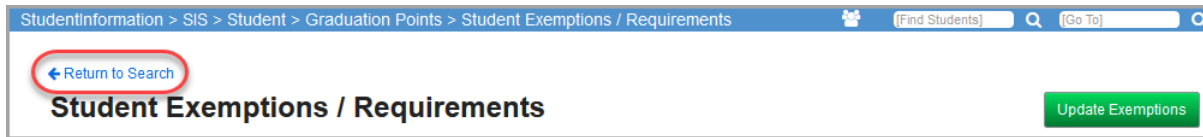
StudentInformation > SIS > Student > Graduation Points > Grad Points Summary

[Return to Search](#) [Check for Updated Information](#)

Grad Points Summary Last Updated 1/17/2017 12:37:11 PM - DASLDBA

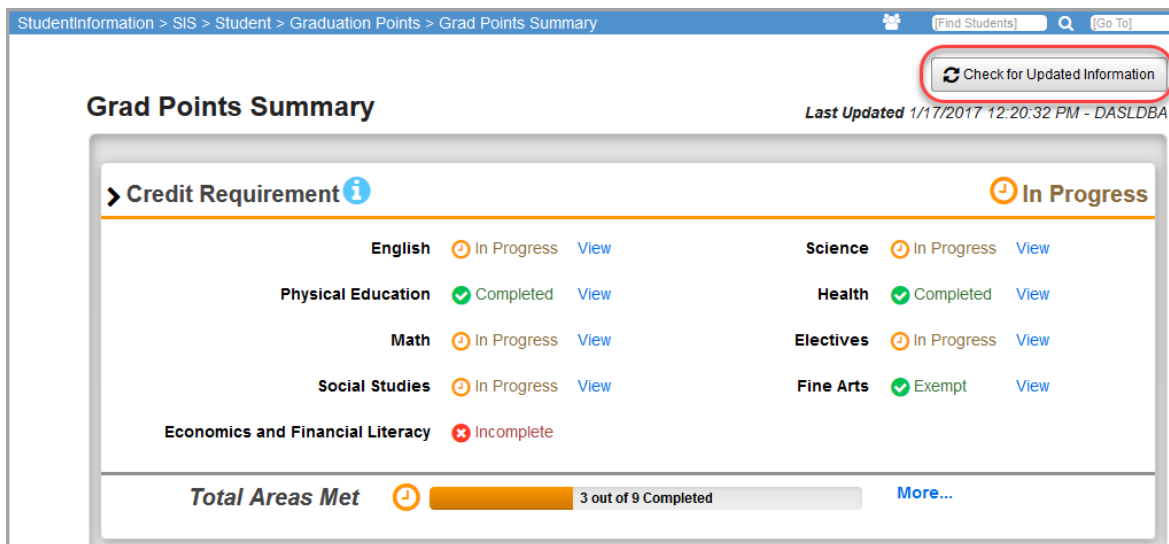
- The **Exemptions** column displays a number in a box and a **View** link.
 - The number indicates the amount of selected check boxes the student has on the **Student Exemptions / Requirements** screen.
 - Optional: You can click **View** to navigate to the **Student Exemptions / Requirements** screen.

- 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.



Updating and Refreshing Data

The **StudentInformation v16.3.0 Upgrade Instructions** document includes directions on how to set up a scheduled job that recalculates Graduation Points data to ease the server load. Thus, when you update information (such as adding an ACT assessment result) regarding a student's Graduation Points data, all screens related to the student's Graduation Points progress do not reflect the new changes until the scheduled job runs or when you click the **Check for Updated Information** button at the top of the **Grad Points Summary** screen or any of its sub-screens.



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

Return to Summary

Check for Updated Information

Last Updated 1/17/2017 12:37:11 PM - DASLDBA

Science Credits

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

Course	Year Taken	Status	Credits Earned
PHYSICAL SCIENCE II [Code: 242, Section: 42]	2013-2014	Completed	0.50 out of 0.50
PHYSICAL SCIENCE I [Code: 241, Section: 41]	2013-2014	Completed	0.50 out of 0.50
BIOLOGY [Code: 250, Section: 7]	2014-2015	Completed	1.00 out of 1.00
CHEMISTRY [Code: 260, Section: 5]	2015-2016	Completed	1.00 out of 1.00
GENETICS [Code: 264, Section: 61]	2015-2016	Completed	0.50 out of 0.50

Science Credit Status **In Progress**

Current Total Credits Earned **3.50 earned / 3.00 required**

Note: Clicking **Check for Updated Information** triggers an instant recalculation for only the student you have in context. No other student data is updated.

The **Last Updated** text displays the date, time, and username of the user who last updated the student’s Graduation Points data. When the data was updated by the scheduled job, the username displays as DASLDBA.

Screens that include the **Check for Updated Information** button include:

- **Student Exemptions / Requirements** screen
- **Grad Points Summary** screen
- Any sub-screens that link from the **Grad Points Summary** screen, e.g. the **English Credit** screen and the **College Admission** screen.

Adjust the Scheduled Job

Navigation: StudentInformation – Management – District Administration – District Options

After setting up the scheduled job to run nightly or as frequently as the district wishes, you can turn it off or on as needed on the **District Options** screen.

Note: You must have a district in context in order to access this screen.

1. On the **District Options** screen, scroll down to the **Graduation Points Service** grid.

2. **Recalculate Student Graduation Points** daily – By default, this check box is selected to have the scheduled job run; de-select this check box if you wish to turn the scheduled job off.

StudentInformation > Management > District Administration > District Options

District Options

From this screen, you can display and change District Options.

Select a method to assign a Family Courier

- No Family Courier assignment
- Assign Family Courier to youngest family member
- Assign Family Courier to oldest family member

Select grade levels that will be excluded from being a family group courier

Grade	
UG - UG	AG - AG
DR - DR	IN - Infant/Toddler (Ages 0-2)
23 - 23	PS - PS
** - **	

Select a method to edit Family Group Contacts

- Allow edits per school
- Allow edits per district

Report Cards

Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees:

Graduation Points Service

Recalculate Student Graduation Points daily:

Save

3. Click **Save**.

The scheduled job runs or does not run based on your selection.

Graduation Points

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 toward 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 breadcrumb trail: 'StudentInformation > SIS > Student > Graduation Points > Grad Points Summary'. A search bar contains '(Find Students)' and a 'Go To' button. A 'Check for Updated Information' button is also present. The main title is 'Grad Points Summary' with a 'Last Updated' timestamp of '1/18/2017 12:32:28 PM - DASLDBA'. Below the title is a 'Credit Requirement' section with a dropdown arrow and an information icon. The grid lists nine requirements: English (In Progress), Physical Education (Exempt), Math (In Progress), Social Studies (In Progress), Economics and Financial Literacy (Incomplete), Science (In Progress), Health (Completed), Electives (In Progress), and Fine Arts (Not Started). Each requirement has a 'View' link. At the bottom, a 'Total Areas Met' section shows a progress bar for '2 out of 9 Completed' and a 'More...' button.

Credit Requirement	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


- **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** – 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's **Edit Student Profile** screen **FN-Graduate** tab (see "[Student Exemptions / Requirements](#)").



To view more details about the student’s overall credit requirement progress, click  or **More...**
The **Subject Area** and **Credits** grid displays.










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


(Find Students) [Go To]


 Check for Updated Information

Grad Points Summary Last Updated 1/18/2017 12:32:28 PM - DASLDBA

 Credit Requirement  In Progress

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

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

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

Graduation Points

In either **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.

Student's current completed credit requirements.

Student's projected completed credit requirements

Course	Year Taken	Status	Credits Earned
ENGLISH 9 [Code: 039, Section: 5]	2015-2016	Completed	1.00 out of 1.00
JOURNALISM I [Code: 080, Section: 41]	2015-2016	Completed	0.50 out of 0.50

English Credit Status **In Progress** **Current Total Credits Earned 1.50 earned / 4.00 required**

Course	Year Scheduled	Status	Potential Credits
DRAMATICS [Code: 079, Section: 21]	2016-2017	In Progress	0.50 out of 0.50
ENGLISH 10 [Code: 042, Section: 6]	2016-2017	In Progress	1.00 out of 1.00

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



- 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 **Credit Requirements** grid and the **Total Areas Met** progress marker on the **Grad Points Summary** screen update to display the student's progress toward 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.

Note: On the **Fine Arts** screen, since students are only required to complete two semesters in Fine Arts and not a fixed credit number, the **Current Total Credits Earned** and **Upon Completion Total** credits only display as "X.00 earned" regardless of whether the student completed credits or not.


Course	Year Taken	Status	Credits Earned
INTRO TO ART [Code: 800, Section: 6]	2013-2014	Completed	1.00 out of 1.00
CERAMICS [Code: 833, Section: 72]	2015-2016	Completed	0.50 out of 0.50

Fine Arts Credit Status **Completed** **Current Total Credits Earned 1.50 earned**

Note: If students are exempt from Physical Education, Advanced Math, Advanced Science, or Fine Arts, on each corresponding subject screen, the **Current Total Credits Earned** and **Upon Completion Total** credits only display "X.00 earned" if the student has completed some credits in that subject area.

Finished Physical Education Courses - The total shows the current credit total of the student for Physical Education.			
Course	Year Taken	Status	Credits Earned
PHYS ED 1 [Code: 871, Section: 21]	2015-2016	Completed	0.25 out of 0.25
Physical Education Credit Status  Exempt		Current Total Credits Earned 0.25 earned	
In Progress or Scheduled Physical Education Courses - The total shows the projected credits after completion.			
Course	Year Scheduled	Status	Potential Credits
TEAM SPORTS [Code: 875A, Section: 52]	2016-2017	In Progress	0.25 out of 0.25
Potential Physical Education Credit Status  Exempt		Upon Completion Total 0.50 earned	

If the student has not completed any credits in any exempt subject area, the **Current Total Credits Earned** section displays "No earnable credits" instead. For more information, see ["Student Exemptions / Requirements."](#)

Finished Physical Education Courses - The total shows the current credit total of the student for Physical Education.			
Course	Year Taken	Status	Credits Earned
Physical Education Credit Status  Exempt		Current Total Credits Earned No earnable credits	

Credit Requirements Details

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

- ["Mathematics"](#)
- ["Physical Education"](#)
- ["Science"](#)
- ["Social Studies"](#)
- ["Elective Credits"](#)
- ["Economics and Financial Literacy"](#)
- ["Fine Arts"](#)
- ["End of Course Requirements"](#)

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.
 - 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. See [Ohio Curriculum Choices](#) for more information.
 - 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 ["Student Exemptions / Requirements."](#)
- 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. See [Ohio Curriculum Choices](#) for more information.
 - To indicate a student is exempt from higher level science, see "[Student Exemptions / Requirements.](#)"

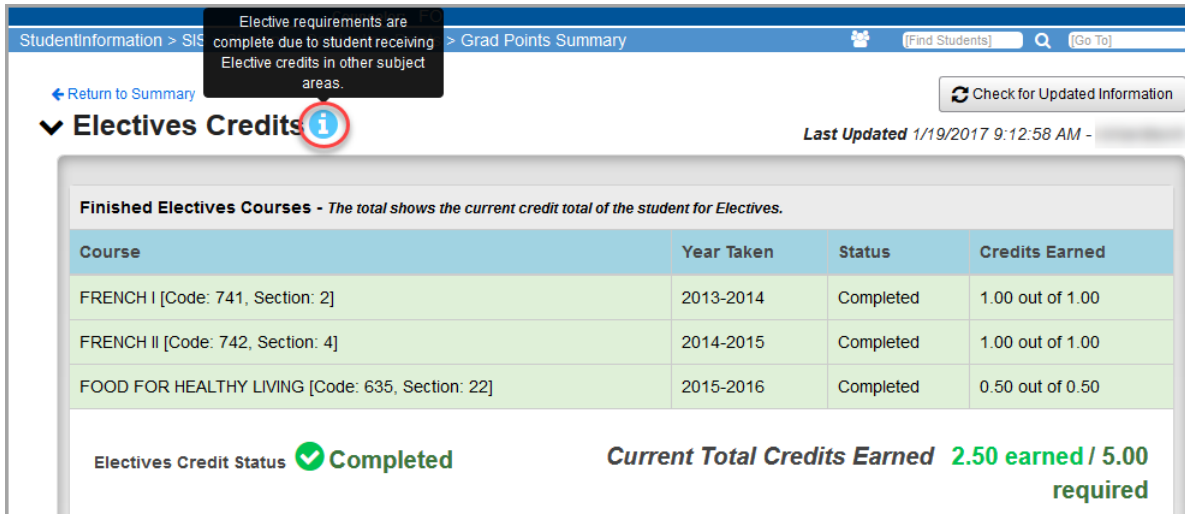
Social Studies

- 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
 - English Language Arts, Mathematics, Science, or Social Studies courses not otherwise required
- The following **EMIS Subject Areas for Credit** are currently automatically included for **Elective Credits**: BUS, CTA, ELE, FLR, HEC, JTC, and TEC.
 - To indicate a student has completed electives that do not fall under the above **EMIS Subject Areas for Credit**, see "[Student Exemptions / Requirements.](#)"


- When a student is marked as having met the Elective requirements on the **Student Exemptions / Requirements** screen, regardless of how many credits they have earned, their status is marked as **Complete** on the **Grad Points Summary** screen and **Electives Credits** screen. On the top of the **Electives Credits** screen, you can hover your cursor over  to view the message that indicates the student has completed their Elective requirements outside of the automatically included **EMIS Subject Areas for Credit**.



StudentInformation > SIS > Grad Points Summary

Elective requirements are complete due to student receiving Elective credits in other subject areas.

Return to Summary


Electives Credits 

Check for Updated Information

Last Updated 1/19/2017 9:12:58 AM -

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

Course	Year Taken	Status	Credits Earned
FRENCH I [Code: 741, Section: 2]	2013-2014	Completed	1.00 out of 1.00
FRENCH II [Code: 742, Section: 4]	2014-2015	Completed	1.00 out of 1.00
FOOD FOR HEALTHY LIVING [Code: 635, Section: 22]	2015-2016	Completed	0.50 out of 0.50

Electives Credit Status  **Completed**

Current Total Credits Earned **2.50 earned / 5.00 required**

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 ["Student Exemptions / Requirements."](#)

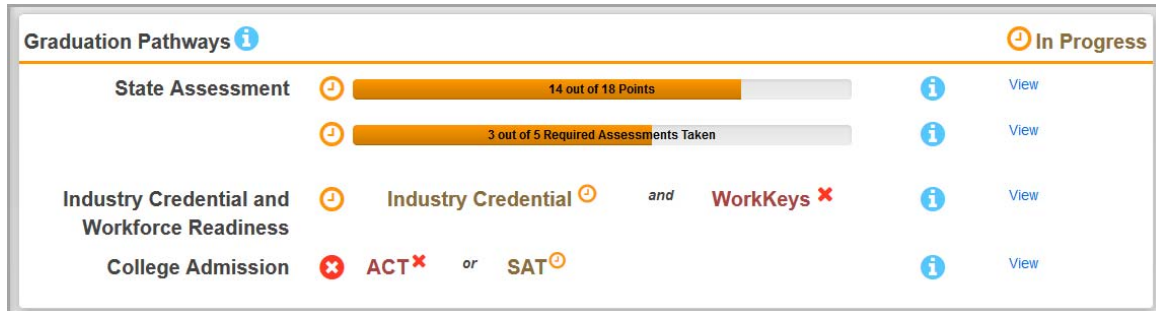
Fine Arts

- All students must complete at least two semesters of Fine Arts at any time in grades 7-12.
- Students following a career-technical pathway are exempt from taking Fine Arts.
 - 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 ["Student Exemptions / Requirements."](#)

Graduation Pathways

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

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

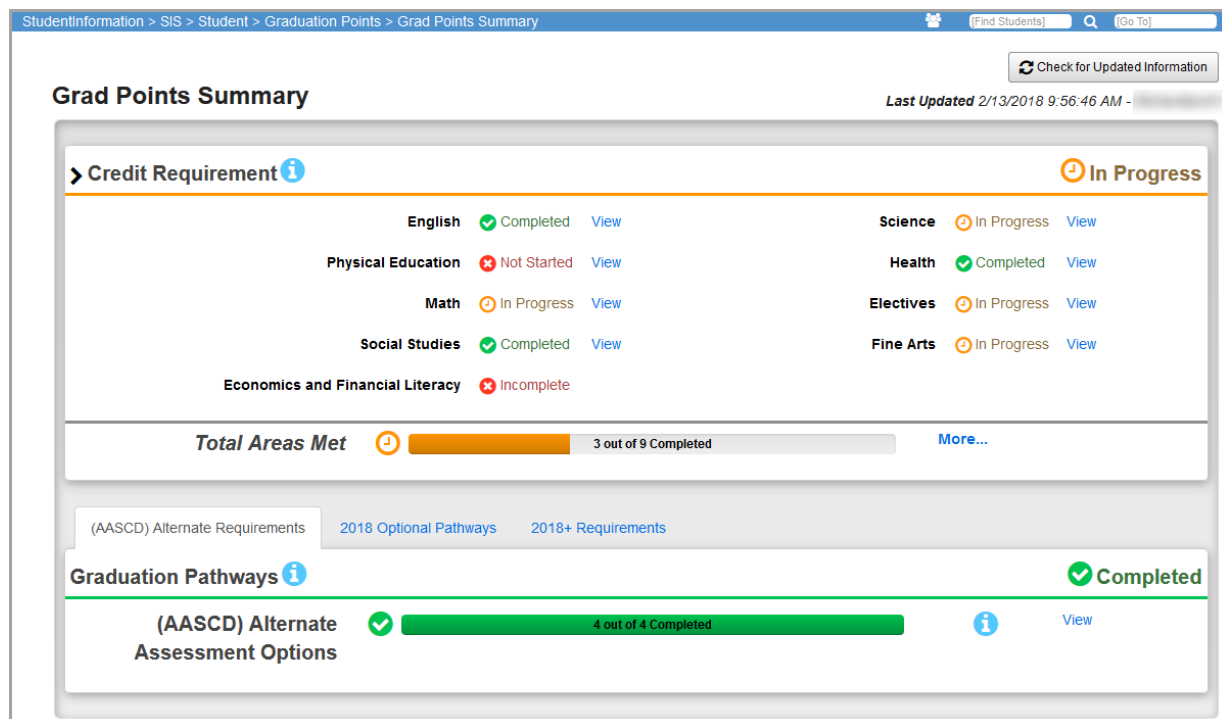


Students with Alternate Assessments

On the **Grad Points Summary** screen, an **(AASCD) Alternative Requirements** tab displays for **Graduation Pathways** if students are participating in Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) and have taken alternate assessments.

- Click the **(AASCD) Alternative Requirements** tab to view the student’s progress toward completing the 4 required alternate assessments for graduating.

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



Graduation Points

- Click **View** to see 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.

Note: These alternate assessments must be entered under OGT assessments with a **Test Type** of **ALT - Alternative** (see the ProgressBook StudentInformation Assessment Guide).

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

Find Students [] [Go To]

Return to Summary

Check for Updated Information

Last Updated 2/13/2018 9:56:46 AM -

(AASCD) Alternate Assessment Options

Alternative Assessment Options Completed

Social Studies	Ohio Graduation Test - 01/09/2018	Proficient On Social Studies OGT
Science	Ohio Graduation Test - 01/01/2018	Proficient On Science OGT
Reading	Ohio Graduation Test - 01/30/2018	Advanced On Reading OGT
	Ohio Graduation Test - 01/22/2018	Proficient On Reading OGT
Math	Ohio Graduation Test - 02/05/2018	Advanced On Math OGT

Areas Met 4 out of 4

Students Graduating in 2017

On the **Grad Points Summary** screen, a **2017 Requirements** tab displays for **Graduation Pathways** if students have a **Fiscal Year Began 9th** value of **2014** or earlier on their **Edit Student Profile** screen **FN-Attributes** tab. Students who have a **Fiscal Year Began 9th** value of **2014** or earlier may either complete the **Assessment Options** in the **2017 Requirements** tab or one of the three **Graduation Pathways** on the **2018+ Requirements** tab.

- Click the **2017 Requirements** tab to view the student's progress toward completing the 5 required **Assessment Options** for graduating in 2017.

Note: The **2017 Requirements** tab does not display if students have no value for **Fiscal Year Began 9th** or if their **Fiscal Year Began 9th** has a value of **2015** or later.

2017 Requirements | 2018+ Requirements

Graduation Pathways

Assessment Options 5 out of 5 Completed View

- You can click **View** to see details regarding the student’s progress toward 2017 graduation requirements. Students must complete one assessment option for each of the following subject areas: Math, Reading, Writing, Science, and Social Studies. Students must either pass the OGT in the required subject areas, receive certain performance levels in related End of Course Exams, or score a certain amount or higher for the corresponding ACT or SAT subject test.

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

← Return to Summary Check for Updated Information

Assessment Options Last Updated 1/18/2017 12:40:09 PM - DASLDBA

Assessment Options		✔ Completed
Math ✔	ALGEBRA I [Code: 340, Section: 5]	Points Earned 5 out of 5
Reading ✔	ENGLISH 9 [Code: 039]	Points Earned 5 out of 5
Science ✔	Ohio Graduation Test - 03/01/2015	Proficient On Science OGT
Social Studies ✔	Ohio Graduation Test - 03/01/2015	Proficient On Social Studies OGT
Writing ✔	Ohio Graduation Test - 03/01/2015	Proficient On Writing OGT

Areas Met 5 out of 5

Students Graduating in 2018

On the **Grad Points Summary** screen, a **2018 Optional Pathways** tab displays for **Graduation Pathways** if students have a **Fiscal Year Began 9th** 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 9th** value of **2015** can choose to complete either the **Graduation Option** or **Career-Technical Option** on the **2018 Optional Pathways** tab. Alternatively, students who have a **Fiscal Year Began 9th** value of **2015** can also choose to complete one of the three **Graduation Pathways** on the **2018+ Requirements** tab instead (see "[Students Graduating in 2018 and Forward](#)").

- Click the **2018 Optional Pathways** tab to view the student’s progress toward completing the 2 of 9 requirements for the **Graduation Option** or 1 of 3 requirements for the **Career-Technical Option**.

Note: The **2018 Optional Pathways** tab does not display if students have no value for **Fiscal Year Began 9th** or if their **Fiscal Year Began 9th** has a value earlier or later than **2015**.

2018 Optional Pathways 2018+ Requirements

Graduation Pathways ✔ Completed

Graduation Option	✔	2 out of 2 Completed	View
Career-Technical Option	✔	1 out of 1 Completed	View

- You can click **View** to see details regarding the student’s progress toward 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** – Students must meet at least 2 of 9 requirements (see "[Student Exemptions / 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 (see "[Student Exemptions / Requirements.](#)").

Note: Only the 2 of 9 and 1 of 3 requirements for the optional pathways are tracked on the **Graduation Points Summary** screen. You can indicate that the student has completed a requirement on the **Student Exemptions / Requirements** screen.

The screenshot displays the 'Grad Points Summary' interface. 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 visible. The main title is 'Grad Points Summary' with a timestamp 'Last Updated 2/13/2018 11:15:45 AM'. Below this is a section for 'Credit Requirement' with an 'In Progress' status indicator. It lists nine requirements: English (In Progress), Physical Education (Completed), Math (In Progress), Social Studies (Completed), Economics and Financial Literacy (Incomplete), Science (Completed), Health (Completed), Electives (Completed), and Fine Arts (Exempt). A progress bar shows 'Total Areas Met' as '6 out of 9 Completed'. Below this are tabs for '2018 Optional Pathways' and '2018+ Requirements'. The '2018+ Requirements' tab is active, showing 'Graduation Pathways' as 'Completed'. It lists two pathways: 'Graduation Option' (2 out of 2 Completed) and 'Career-Technical Option' (1 out of 1 Completed).

Students Graduating in 2018 and Forward

On the **Grad Points Summary** screen, a **2018+ Requirements** tab displays for **Graduation Pathways** if students have a **Fiscal Year Began 9th** value on their **Edit Student Profile** screen **FN-Attributes** tab. Students who have a **Fiscal Year Began 9th** value of **2015** can choose to complete the **2018 Optional Pathways** instead.

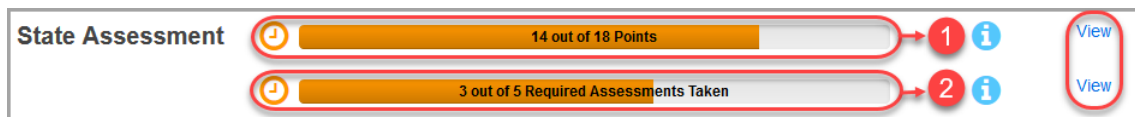
- Click on the **2018+ Requirements** tab to view the student’s progress toward completing one of the three **Graduation Pathways** available for graduating in 2018 and forward. Students graduating in 2018 can complete either 18 End of Course Exam credits track, complete the Industry and Workforce Readiness track, or successfully take the ACT or SAT.


Note: Students graduating in 2017 do not need to complete the 5 federal and state required assessments if they are following a 2018+ requirements option. The example below shows a student who is eligible for graduation in 2017 as they have completed at least 18 End of Course Exam credits.


2017 Requirements		2018+ Requirements	
Graduation Pathways In Progress			
State Assessment	✓	30 out of 18 Points	i View
	⏸	4 out of 5 Required Assessments Taken	i View
Industry Credential and Workforce Readiness	✗	Industry Credential and WorkKeys ✗	i View
College Admission	✗	ACT ✗ or SAT ✗	i View

State Assessment

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



1. Indicates the number of the 18 End of Course Exam credit requirement areas the student has completed. To find out more about the End of Course Exam credit requirements, see ["End of Course Requirements."](#)
2. Indicates the number of the 5 federal and state required assessments the student has met. All high school students must be tested in the following five areas:
 - Geometry or Integrated Math 2
 - English II
 - Biology 
 - American History
 - American Government

 **Caution:** All students, regardless of their **Graduation Pathway**, must complete the 5 federal and state required assessments above.

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

1. **State Assessment Pathway** screen – Displays details of the student’s progression for each End of Course Exam requirements.

Note: To map courses to End of Course assessments, see the ProgressBook StudentInformation Course History, Class Rank, and Transcripts Guide.

Note: End of Course assessments with a **Required Test Type** of **ALT - Alternate** do not count towards a student’s State Assessment Pathway.



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

Return to Summary Check for Updated Information

State Assessment Pathway Last Updated 6/6/2017 7:09:29 AM -


English ✔ Completed		
ELA1	ENGLISH 9 [Code: 039, Section: 6]	Points Earned 4 out of 5
ELA2	Student did not take a ELA2 Assessment	Points Earned 0 out of 5
Total English Points Earned 4 earned / 4 required		

Math 🕒 In Progress		
ALG1/MTH1	ALGEBRA I [Code: 340, Section: 1]	Points Earned 3 out of 5
GEOM/MTH2	Student did not take a GEOM/MTH2 Assessment	Points Earned 0 out of 5
Total Math Points Earned 3 earned / 4 required ⓘ		

Science/Social Studies ✔ Completed		
HIST	AMERICAN HISTORY [Code: 145, Section: 5]	Points Earned 3 out of 5
GOVM	End of Course - 12/01/2015	Points Earned 3 out of 5
PHYS/BIOL	BIOLOGY [Code: 250, Section: 5]	Points Earned 4 out of 5
Total Science/Social Studies Points Earned 10 earned / 6 required		

Summary 🕒 In Progress		
English	✔ Completed	Points Earned 4 out of 4
Math	🕒 In Progress	Points Earned 3 out of 4
Science/Social Studies	✔ Completed	Points Earned 10 out of 6
Areas Completed 2 earned / 3 required		Total Points Earned 17 earned / 18 required



- a. 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.
 - If a student is prorated for an End of Course assessment, and then subsequently takes the corresponding End of Course assessment or a substitute course and scores higher than the prorated amount, the newly taken assessment or course displays, and the student is no longer marked as prorated for that particular End of Course assessment.
 - Prorated assessments do not count toward the minimum required End of Course assessments a student must take (4 points in Math, 4 points in English, and 6 points across Science and Social Studies).

Note: To see how proration affects the student's required graduation points, refer to the ODE website's proration chart [here](#).

Note: To prorate a student's End of Course assessments, see the ProgressBook StudentInformation Assessments Guide and/or your EMIS coordinator.



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

Find Students [] [Go To] []

[Return to Summary](#) Check for Updated Information

State Assessment Pathway

Last Updated 6/7/2017 9:31:07 AM

English

ELA1	End of Course - 04/01/2016	Points Earned 5 out of 5
ELA2	Student did not take a ELA2 Assessment	Points Earned 0 out of 5

Total English Points Earned 5 earned

Math

ALG1/MTH1	End of Course - 04/01/2016	Points Earned 3 out of 5
GEOM/MTH2	Prorated	Prorated

Total Math Points Earned 3 earned

Science/Social Studies

HIST	End of Course - 04/01/2016	Points Earned 4 out of 5
GOVM	Student did not take a GOVM Assessment	Points Earned 0 out of 5
BIOL	End of Course - 04/01/2016	Points Earned 4 out of 5

Total Science/Social Studies Points Earned 8 earned

Summary

In Progress

English		Points Earned 5
Math		Points Earned 3
Science/Social Studies		Points Earned 8
ELA 2 and GEOM/Math 2	Not Started	Points Earned 0 out of 5

Total Points Earned 16 earned / 15 required

- b. 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** is set to "Y," the student receives three graduation points (proficient) toward that particular End of Course requirement. For more information, see the *ProgressBook StudentInformation EMIS Guide*.

The screenshot shows the 'Special Education' form in the Student Information system. The 'Assessment Area' is set to 'End of Course - ALG1 - Algebra 1' and the 'Exemption Flag' is set to 'Y'. A red circle highlights the 'Y' flag and a tooltip explains: 'Y - Exempt-IEP team determined does not need to achieve profici to graduate'. Below the form, the 'Math' section shows 'ALG1/MTH1' with 'Points Earned 3 out of 5' and 'GEOM/MTH2' with 'Points Earned 0 out of 5'. The 'Summary' section shows 'Math' as 'In Progress' with 'Points Earned 3 out of 4'. Red arrows connect the 'Y' flag to the 'ALG1/MTH1' entry and the 'Math' entry in the summary.

2. **Required State Assessments** screen – Displays details of the student’s progression for the 5 federal and state required assessments.

The screenshot shows the 'Required State Assessments' screen. It lists five assessments: 'GEOM or MTH2' (incomplete, marked with a red X), 'ELA2' (completed, marked with a green check), 'BIOL' (completed, marked with a green check), 'HIST' (completed, marked with a green check), and 'GOVM' (incomplete, marked with a red X). The total is 'Assessments Taken 3 out of 5'. The screen also shows a 'Check for Updated Information' button and a 'Last Updated' timestamp of 5/4/2017 12:16:19 PM - DASLDBA.

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


End of Course Requirements

Students must earn a cumulative total of 18 points across seven End of Course Exams. To ensure students are well rounded, they must earn a minimum of 4 points in Math, 4 points in English, and 6 points across Science and Social Studies.

Note: Prorated assessments do not directly count toward the minimum required End of Course assessments a student must take.

- Math (4 points minimum)
 - Integrated Math I (MTH1) or Algebra I (ALG1)
 - Integrated Math II (MTH2) or Geometry (GEOM)

Note: If a student took both options **in one subject**, such as MTH1 and ALG1, the highest score is applied.

- English (4 points minimum)
 - English I (ELA1)
 - English II (ELA2)
- Science and Social Studies (6 points minimum)
 - Biology (PHYS/BIOL) 

Note: Only students graduating in 2018 may take either Physical Science or Biology.

- American History (HIST)
- American Governments (GOVM)

Note: Students taking **Advanced Placement (AP)** or **International Baccalaureate (IB)** courses in Biology, American History, and/or American Government have their test scores converted for End of Course state exams to avoid double testing. The following table displays the automatic conversion between AP and IB test scores to graduation points for valid courses.

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

Note: Students with grades from **College Credit Plus** courses in Biology, American History, and/or American Government have their grades converted for End of Course state exams. The following table displays the conversion between **College Credit Plus** grades and graduation points for valid courses.

COLLEGE CREDIT PLUS COURSE GRADE (SOCIAL STUDIES AND SCIENCE SUBSTITUTE COURSES)	OHIO GRADUATION POINTS
A or B	5
C	4
D	3
Not applicable	2
Not applicable	1
F - Fail or drop the course	0

Note: Students who received grades for high school courses prior to End of Course exams being available have their grades converted for End of Course state exams (this does not apply to students choosing the new OGT options). The following table displays the conversion between high school course grades and graduation points.

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

Below is a table showing the dates when End of Course exams were available for the first time.

THE FOLLOWING PROVIDES THE DATES WHEN COURSES WERE AVAILABLE FOR THE FIRST TIME		
Fall 2014	Spring 2015	Fall 2015
Algebra I	Physical Science	Biology
Geometry	American History	
English Language Arts I	American Government	
English Language Arts II	Integrated Math I & II	

Graduation Points

Note: Not all custom marks can be converted to Graduations Points. If a custom mark cannot be converted, this message displays next to the corresponding End of Course Assessment: "Final mark not transferable."

English		✖ Not Started
ELA1	ENGLISH 9 [Code: 039, Section: 1] (Final mark not transferable)	Points Earned 0 out of 5
ELA2	Student did not take a ELA2 Assessment	Points Earned 0 out of 5
		Total English Points Earned 0 earned / 4 required

Industry Credential and Workforce Readiness

The **Graduation Pathways** grid displays the student's progress toward 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 ✖	ℹ	View
---	---	-----------------------	-----	------------	---	------

Click **View** to view details on the student's progression.

The **Industry Credential** screen displays.

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

Return to Summary | Check for Updated Information

Industry Credential | Last Updated 11/17/2017 8:41:13 AM

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

1 Information Technology ✔ Completed

Adobe Certified Expert After Effects CS5	✔ Completed	Points Earned 4
Adobe Certified Expert Illustrator CS5	✔ Completed	Points Earned 4
Adobe Certified Expert InDesign CS5	✔ Completed	Points Earned 4
Adobe Certified Expert Photoshop CC	✔ Completed	Points Earned 4
Adobe Certified Expert Premiere Pro CC	✔ Completed	Points Earned 4

Total Points Earned 20 earned / 12 required

Workforce Readiness

Minimum of 3 points per section and a sum greater than or equal to 13

2 WorkKeys ✔ Completed

Locating Information - 5/8/2017	✔ Completed	Points Earned 7
Mathematics - 9/1/2015	✔ Completed	Points Earned 7
Reading - 5/8/2017	✔ Completed	Points Earned 7

Total Points Earned 21 earned / 14 required

WorkKeys - Version 2.0 ✔ Completed

Applied Math - 10/6/2017	✔ Completed	Points Earned 3
Graphic Literacy - 11/15/2017	✔ Completed	Points Earned 4
Workplace Documents - 11/15/2017	✔ Completed	Points Earned 7

Total Points Earned 14 earned / 14 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:

Graduation Points

- 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.

Note: *The highest score across multiple tests for each assessment area is applied to the student's progress.*

College Admission

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



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

College Admission Last Updated 1/20/2017 10:11:23 AM

ACT	Date test was taken	Student's score out of the remediation free scores
Math ✔ <small>Other Potential Scores</small>	Mathematics Score - 04/06/2016 Mathematics Score - 06/13/2016	Highest Math Sub-Score 30 out of 22 MATH Sub-Score 29 out of 22
Reading ✘ <small>Other Potential Scores</small>	Reading Score - 06/13/2016 Reading Score - 04/06/2016	Highest Reading Sub-Score 17 out of 22 READ Sub-Score 15 out of 22
English ✔ <small>Other Potential Scores</small>	English Score - 06/13/2016 English Score - 04/06/2016	Highest English Sub-Score 22 out of 18 ENG Sub-Score 20 out of 18
Areas Met 2 out of 3		
SAT ✔ Completed		
Math ✔ Reading ✔ Writing ✔	Math Score - 12/14/2015 Critical Reading Score - 12/14/2015 Writing Score - 12/14/2015	Highest Math Sub-Score 724 out of 520 Highest Reading Sub-Score 620 out of 450 Highest Writing Sub-Score 648 out of 430
Areas Met 3 out of 3		

- 1st column
 - ✔ – Student has met the subject area requirements.
 - ✘ – Student did not meet the subject area requirements.
- 2nd column – Date the student took the test.
- 3rd column – Student's score out of the remediation free scores.

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.

Note: Only pre-2016 SAT scores taken before March 1, 2016 are currently included for Graduation Points. 2016 scores will be included when the 2016 SAT remediation-free scores are posted by the ODE.

Note: For the ACT English scores, students who entered high school prior to July 1, 2014 must have a reading subscore of 21 (or higher); students who entered high school after July 1, 2014 must have a reading subscore of 22 (or higher).

Note: ACT and SAT records with a **Score Not Reported** value selected and a **Score** value of *** display as a score of 0 for Graduation Points.

Student Exemptions / Requirements

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

The **Student Exemptions / Requirements** screen lets you view and select any exemptions the student may need or requirements that they have met for the **2018+ Requirements** tab (see "[Students Graduating in 2018 and Forward](#)") or the **2018 Optional Pathways** tab (see "[Students Graduating in 2018](#)").

Note: The **Economics and Financial Literacy, Fine Arts, and Physical Education** check boxes are read-only. To apply these exemptions or requirements met to a student, you must update the following fields on the student's **Edit Student Profile** screen **FN-Graduate** tab: **CORE Economics and Financial Literacy Requirement Met, CORE Fine Arts Requirement Met, and Exempted from Physical Education Graduation Requirement**. After updating these exemptions on the **Edit Student Profile** screen for a particular student, you must still click **Check for Updated Information** on relevant Graduation Points screens in order to view the latest details. For more information on updating the student's profile, see the ProgressBook StudentInformation Student and Registration Guide.

General Exemptions / Requirements

- Students may be exempt from the following:
 - **Physical Education** (read only) – This check box displays as selected if "Y" is selected on the student's **Edit Student Profile** screen **FN-Graduate** tab **Exempted from Physical Education Graduation Requirement** drop-down list. Depending on district policies, the student may be exempt from this requirement 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 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 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.

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

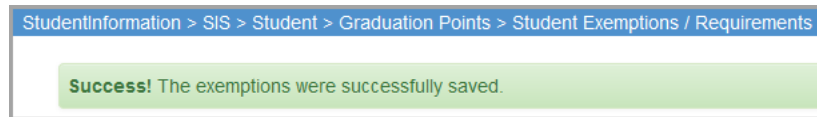
Note: If the student had already completed the Advanced Math or Fine Arts requirements prior to selecting the **Career-Technical Pathway** check box, the Advanced Math or Fine Arts requirement is marked as **Complete** instead of **Exempt**.

- You can indicate the student has met the following requirements:
 - **Economics and Financial Literacy** (read only) – This check box displays as selected if "Y" is selected on the student's **Edit Student Profile** screen **FN-Graduate** tab **CORE Economics and Financial Literacy Requirement Met** drop-down list. You can indicate the student has completed this requirement if the student received instruction in Economics and Financial Literacy. Various courses across the district may provide content for this requirement.
 - **Fine Arts** (read only) – This check box displays as selected if "Y" is selected on the student's **Edit Student Profile** screen **FN-Graduate** tab **CORE Fine Arts Requirement Met** drop-down list. You can indicate the student has completed this requirement if the student has completed comparable alternate courses, such as high level woodworking, that do not fall under the **EMIS Subject Area for Credit "FAR - Fine Arts."**
 - **Electives** – Select this check box 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 applicable check box(es) for the student, click **Update Exemptions**.

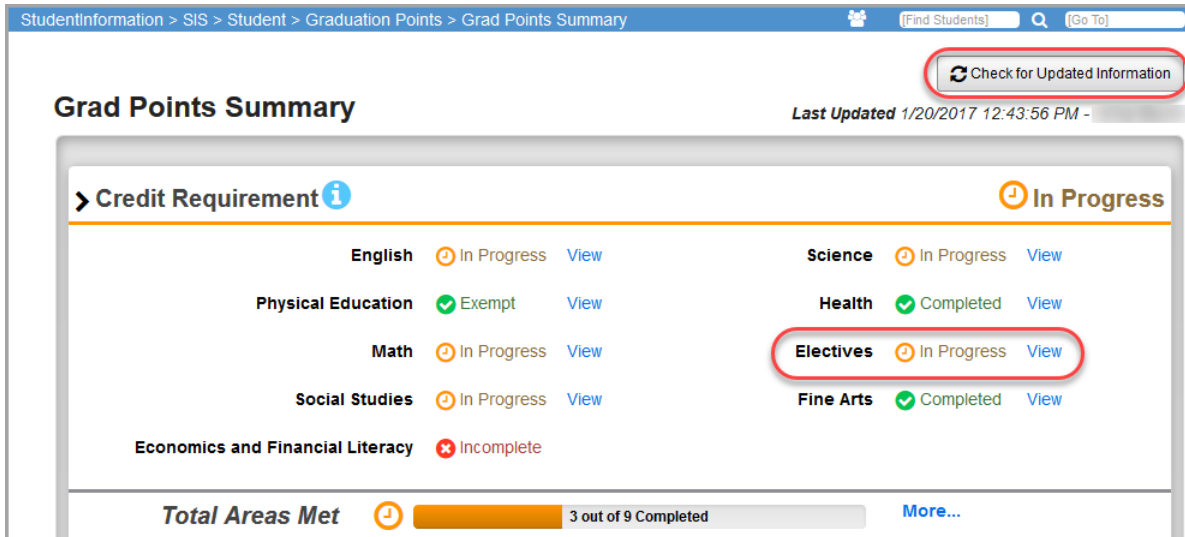
	Exemption	Description
<input type="checkbox"/>	Economics and Financial Literacy	Economics and Financial Literacy requirement met
<input checked="" type="checkbox"/>	Fine Arts	Fine Arts requirement met
<input checked="" type="checkbox"/>	Physical Education	Student is exempt from Physical Education requirement
<input checked="" 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 checked="" type="checkbox"/>	Electives	Elective requirement met

Graduation Points

A confirmation message displays.



- When you subsequently view the **Grad Points Summary** screen, the updated exemptions and/or requirements do not display until you click **Check for Updated Information**.



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

[Find Students] [Go To]

Check for Updated Information

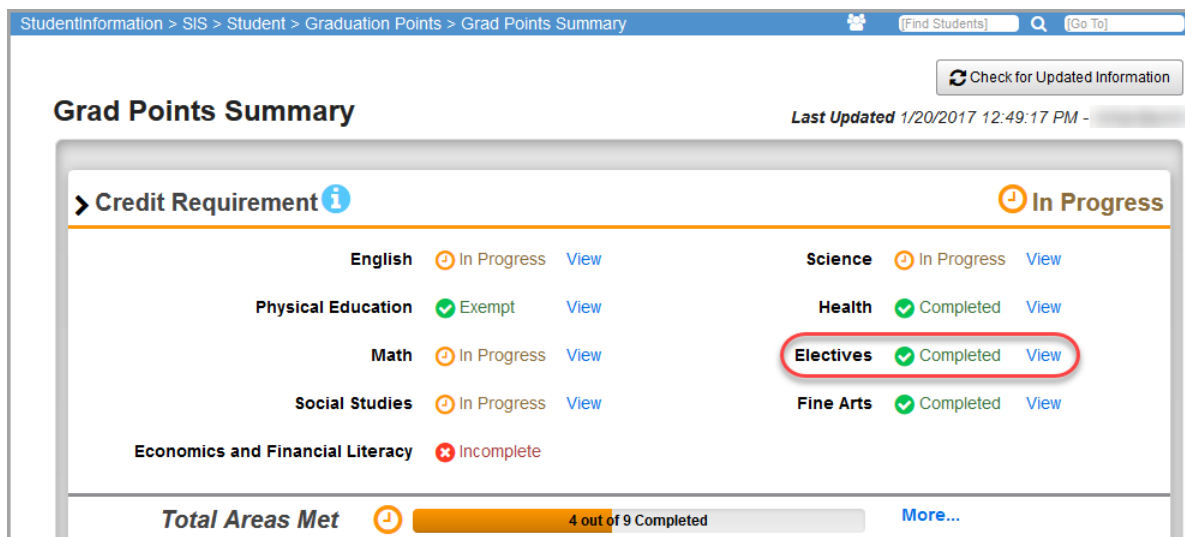
Grad Points Summary Last Updated 1/20/2017 12:43:56 PM -

> Credit Requirement **In Progress**

English	In Progress	View	Science	In Progress	View
Physical Education	Exempt	View	Health	Completed	View
Math	In Progress	View	Electives	In Progress	View
Social Studies	In Progress	View	Fine Arts	Completed	View
Economics and Financial Literacy	Incomplete				

Total Areas Met 3 out of 9 Completed More...

The new details display after you click **Check for Updated Information**.



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

[Find Students] [Go To]

Check for Updated Information

Grad Points Summary Last Updated 1/20/2017 12:49:17 PM -

> Credit Requirement **In Progress**

English	In Progress	View	Science	In Progress	View
Physical Education	Exempt	View	Health	Completed	View
Math	In Progress	View	Electives	Completed	View
Social Studies	In Progress	View	Fine Arts	Completed	View
Economics and Financial Literacy	Incomplete				

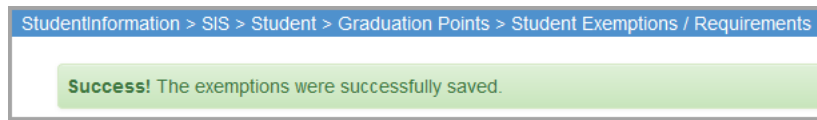
Total Areas Met 4 out of 9 Completed More...

2018 Optional Pathways Requirements

- **Optional Graduation Requirements** – Indicates if the student has met the following requirements:
 - **Attendance** – Student has an attendance rate of 93% during their 12th grade year.
 - **GPA** – Student has earned a GPA of 2.5 on a 4.0 scale in all courses during their 12th grade year.
 - **Capstone Project** – Student completed a capstone project during their 12th grade year.
 - **Work/Community Service** – Student has completed 120 hours of work/community service during their 12th grade year.
 - **College Credit Plus** – Student has earned 3 or more College Credit Plus credits.
 - **AB/IB** – Student has earned credit for an AP or IB course and an exam score of 3/4 (AP/IB).
 - **WorkKeys** – Student has earned a score of 3 on each of 3 test sections.
 - **Industry Credential** – Student has earned a score of 3 points.
 - **OhioMeansJob** – Student has met the OhioMeansJob Readiness Seal requirements.
- **Optional Career-Technical Requirements** – Indicates if the student has met the following requirements:
 - **Exams** – Student earned a total score of **Proficient** or better based on all 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.
- After selecting the applicable check box(es) for the student, click **Update Exemptions**.

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 checked="" 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 checked="" 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 checked="" 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

A confirmation message displays.



- When you subsequently view the **Grad Points Summary** screen, the updated exemptions and/or requirements do not display until you click **Check for Updated Information**.

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

(Find Students) (Go To)

Check for Updated Information

Last Updated 2/13/2018 3:57:36 PM -

Grad Points Summary

Credit Requirement In Progress

English	In Progress	View	Science	Completed	View
Physical Education	Completed	View	Health	Completed	View
Math	In Progress	View	Electives	Completed	View
Social Studies	Completed	View	Fine Arts	Exempt	View
Economics and Financial Literacy	Incomplete				

Total Areas Met 6 out of 9 Completed [More...](#)

2018 Optional Pathways 2018+ Requirements

Graduation Pathways

Not Started

Graduation Option	0 out of 2 Completed	View
Career-Technical Option	0 out of 1 Completed	View

The new details display after you click **Check for Updated Information**.

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

(Find Students) (Go To)

[Check for Updated Information](#)

Grad Points Summary

Last Updated 2/13/2018 11:15:45 AM -

> Credit Requirement **In Progress**

<p>English 🕒 In Progress View</p> <p>Physical Education ✅ Completed View</p> <p>Math 🕒 In Progress View</p> <p>Social Studies ✅ Completed View</p> <p>Economics and Financial Literacy ❌ Incomplete</p>	<p>Science ✅ Completed View</p> <p>Health ✅ Completed View</p> <p>Electives ✅ Completed View</p> <p>Fine Arts ✅ Exempt View</p>
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Total Areas Met 🕒 6 out of 9 Completed [More...](#)

2018 Optional Pathways 2018+ Requirements

Graduation Pathways **Completed**

Graduation Option	✅ 2 out of 2 Completed	i	View
Career-Technical Option	✅ 1 out of 1 Completed	i	View

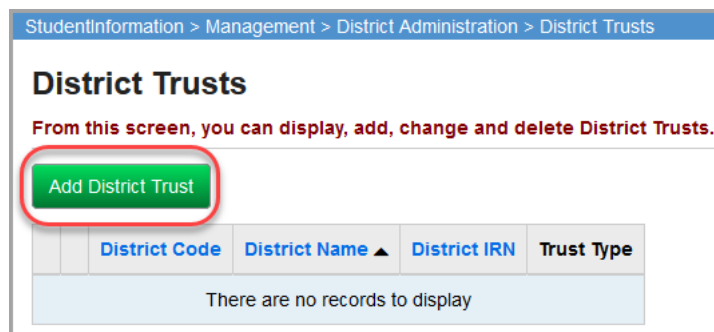
Set Up and View JVS Data


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**.

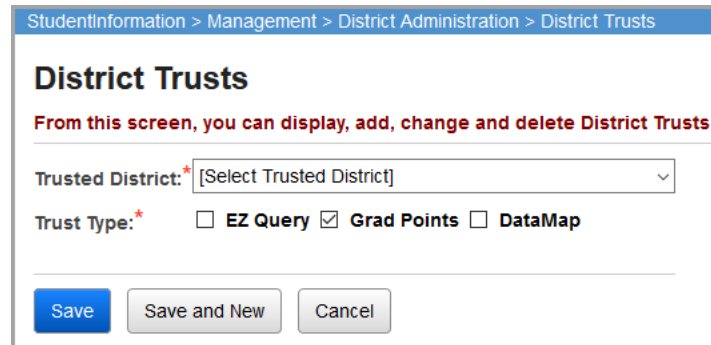


Note: If your Home School or JVS already has a District Trust configured for the corresponding JVS or Home School, you can click  next to the district on the grid to edit the existing District Trust to include **Grad Points** instead.

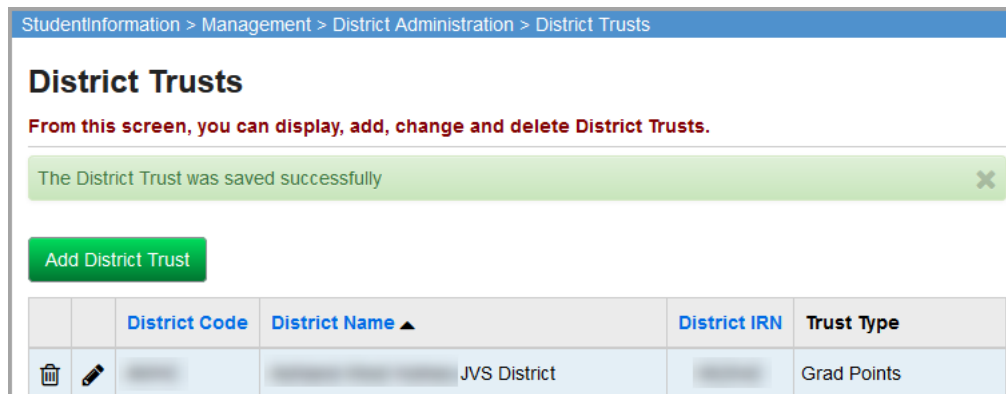
	District Code	District Name ▲	District IRN	Trust Type
 		JVS District		EZ Query



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.



	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'. To the right of the breadcrumb are search fields: '[Find Students]' and '[Go To]'. Below the breadcrumb is the title 'Grad Points Summary' and a 'Check for Updated Information' button. A red box highlights two tabs: 'Home School' and 'JVS'. To the right of the tabs, it says 'Last Updated 1/17/2017 12:32:42 PM - DASLDBA'. The main content area is titled '> Credit Requirement' with an information icon and 'In Progress' status. It lists various subjects with their completion status and a 'View' link:

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

At the bottom, there is a 'Total Areas Met' section with a progress bar showing '1 out of 9 Completed' and a 'More...' link.

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.

Graduation/Eligibility Overview

Graduation/Eligibility is used as a method of verifying if students have met all the requirements for graduation eligibility. Graduation/Eligibility Rules include one or more line items, and students are assigned rules. Students can have up to two (2) rules, one primary and one secondary. For example, a student might have one rule for basic graduation requirements, while having a second rule that will qualify them as an honors graduate.

Understanding the Graduation/Eligibility Module

Rules are defined for a school, and then assigned to any number of students in that school as either the student's primary rule or secondary rule.

A user with appropriate security access can run an Eligibility Report on a set of students, based on criteria, which will validate the students to a selected rule, or to each student's Primary Rule, Secondary Rule, or both. A user may also check on individual students' status for their selected Rules, or for a different Rule.

Some R700 report card formats print the student's graduation rule name and whether or not they are on track to graduate. The R702 transcript prints a credit summary box detailing how many credits the student earned for each line item in the specified graduation rule.

Miscellaneous Items are those items that cannot be defined in other areas of StudentInformation. These are defined by users with appropriate security access, and values for each Miscellaneous Item can be entered for each student. Miscellaneous Items may be included in a Rule's setup once created.

Graduation/Eligibility Outline and Flow

1. **Graduation/Eligibility Maintenance**
 - a. **Miscellaneous Item Maintenance** – Manage specific criteria not covered by the standard categories
 - b. **Rule Maintenance** – Manage Graduation Eligibility Rules
 - i. **Add/Edit Rule**
 - ii. **Setup Rule Details** – Manage Line Item Elements within each Rule and Line Item
 - iii. **Copy Rule**
 - iv. **Delete Rule**
2. **Graduation/Eligibility**
 - a. **Assigning Graduation/Eligibility Rules**
 - i. **Eligibility Rule Assignments** – Assign eligibility rules to many students at once
 - ii. **Student Profile Bulk Update** – Assign eligibility rules to ad-hoc memberships
 - iii. **Student Profile Additional tab** – Assign eligibility rules to a single student

- b. **Student Graduation/Eligibility**
 - i. **Miscellaneous Values** – View/edit student values for Miscellaneous Items
 - ii. **Student Eligibility Detail** – View single student eligibility and underlying details
- c. **Eligibility Report (R208)** – Generate report of selected students for a particular rule
- d. **Eligibility Letters** – Generate eligibility letters for selected students for a particular rule.

Graduation/Eligibility Maintenance

Miscellaneous Item Maintenance

Navigation: StudentInformation – Management – School Administration – Graduation/Eligibility – Miscellaneous Items







Graduation/Eligibility Rule Line Items can include several different types of pre-defined elements, or they can include any miscellaneous items. You can create and maintain those Miscellaneous Items from this screen.

StudentInformation > Management > School Administration > Graduation / Eligibility > Miscellaneous Items


Graduation / Eligibility Miscellaneous Items

From this screen users can view / edit / and delete graduation / eligibility miscellaneous items.



[Add Item](#)

	Code ▲	Name	Description	Data Type	Active
 	Couns	Counselor Discussion	Discussion with Counselor regarding future plans	True/False	
 	MDItem	Misc District Item		Numeric	

Show Active Only

- This screen has standard add record, edit record, and delete record controls.
- Records on this screen are not deleted, but are inactivated instead. To reactivate a record, see [“Add/Edit Graduation/Eligibility Miscellaneous Items.”](#)
- You may sort by any column (**Code**, **Name**, **Description**, **Data Type**, **Active**) in ascending or descending order by clicking on the column header.
-  – This Miscellaneous Item was created at a higher level, and cannot be edited or deleted at this level.

Add/Edit Graduation/Eligibility Miscellaneous Items

- To add a Graduation/Eligibility Miscellaneous Item, click **Add Item**.
- To edit a Graduation/Eligibility Miscellaneous Item, click  in the corresponding row.
 - To view and edit an inactive Graduation/Eligibility Miscellaneous Item, de-select **Show Active Only** to reveal all inactive items. You can now click  to edit it.

StudentInformation > Management > School Administration > Graduation / Eligibility > Miscellaneous Items

Graduation / Eligibility Miscellaneous Items

From this screen users can view / edit / and delete graduation / eligibility miscellaneous items.

[Add Item](#)

	Code	Name	Description	Data Type	Active	
		CNSL	Counselor Meeting	Student must meet with counselor during their Senior Year	True/False	
		Couns	Counselor Discussion	Discussion with Counselor regarding future plans	True/False	
		MDItem	Misc District Item		Numeric	
		OGT-Ex	OGT Exemption for SWD	SWD who have met participation requirements and have been exempted from the consequences of passing sections of the OGT	True/False	
		SOF	SOF required to graduate	0.5 credit of Econ and/or Financial Literacy is required to graduate	True/False	
		SOW	SOW required to graduate	1.0 Credit of World History is required to graduate.	True/False	

Show Active Only

The add/edit **Graduation / Eligibility Miscellaneous Items** screen displays.

StudentInformation > Management > School Administration > Graduation / Eligibility > Miscellaneous Items

Graduation / Eligibility Miscellaneous Items

From this screen users can view / edit / and delete graduation / eligibility miscellaneous items.

Code: *

Name: *

Description:

Data Type: Numeric True/False

IsActive:

[Save](#) [Cancel](#)

- **Code** (required) – Enter a code (up to eight characters) for this Miscellaneous Item.
- **Name** (required) – Enter a name for this Miscellaneous Item.
- **Description** (optional) – Enter a description for this Miscellaneous Item.
- **Data Type** (required) – Select Numeric or True/False. Numeric Items require an integer value entered if used as a Line Item criterion.
- **IsActive** (required) - Select the check box to indicate the Miscellaneous Item is active. Miscellaneous Items must be Active to use on new Student Records. De-select this check box to reactivate an inactive item. This check box is selected by default when you add a new item.

CORE Overflow Maintenance

Navigation: StudentInformation – Management – School Administration – Graduation/Eligibility – CORE Overflow

Note: The **CORE Overflow Maintenance** screen only works with the **Total CORE Credits** line item. See [“Add/Edit Total CORE Credits Element.”](#)

The CORE overflow feature defines the CORE subject area to which StudentInformation counts the excess course credits a student earns over the required credits for a CORE subject area. The **CORE Overflow** screen enables you to create new and modify existing CORE overflow rules.

In order to use a CORE overflow rule, you must set up the following in the Graduation/Eligibility Rule:

- Select the CORE overflow rule on the **Total CORE Credits Line Item Options** tab. See [“Add CORE Overflow Rule to the Graduation/Eligibility Rule.”](#)
- Set up the **Total CORE Credits** line item element. See [“Add/Edit Total CORE Credits Element.”](#)

Create CORE Overflow Rules

1. On the CORE Overflow screen, click **Add New Overflow**.



A grid displays on the right side of the screen listing the CORE subject areas and the required values for the current year by default.

- In the **Overflow Name** field, enter a name for the new CORE overflow rule.

StudentInformation > Management > School Administration > Graduation / Eligibility > Core Overflow

Core Overflow

From this screen, you can manage school core overflow values and settings.

	Name
 	2013CORE OVERFLOW
 	2014CORE OVERFLOW

[Add New Overflow](#)

Overflow Name: *

Core Subject Area	Core Required Value	Subject Area Overflow
BUS	<input type="text" value="0.00"/> *	*** ▾
CTA	<input type="text" value="0.00"/> *	*** ▾
ELE	<input type="text" value="6.00"/> *	*** ▾
ENG	<input type="text" value="4.00"/> *	*** ▾
FAR	<input type="text" value="0.00"/> *	*** ▾
FLR	<input type="text" value="0.00"/> *	*** ▾
HEC	<input type="text" value="1.00"/> *	*** ▾
HTH	<input type="text" value="0.50"/> *	*** ▾
JTC	<input type="text" value="0.00"/> *	*** ▾
MTA	<input type="text" value="0.00"/> *	*** ▾
MTO	<input type="text" value="3.00"/> *	*** ▾
PHE	<input type="text" value="0.50"/> *	*** ▾
SCA	<input type="text" value="0.00"/> *	*** ▾
SCL	<input type="text" value="1.00"/> *	*** ▾
SCO	<input type="text" value="1.00"/> *	*** ▾
SCP	<input type="text" value="1.00"/> *	*** ▾
SOG	<input type="text" value="0.50"/> *	*** ▾
SOH	<input type="text" value="0.50"/> *	*** ▾
SOO	<input type="text" value="2.00"/> *	*** ▾
TEC	<input type="text" value="0.00"/> *	*** ▾

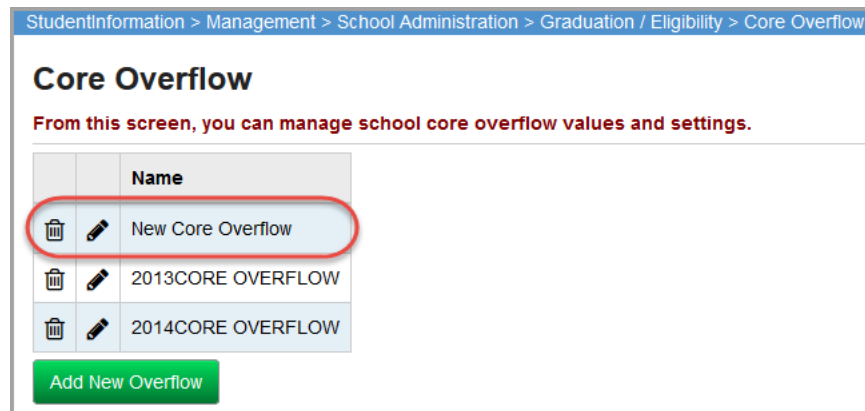
20 Records Displayed [Back To Top](#)

[Save](#)

- In the **CORE Required Value** field in the row of a CORE subject area for which you want to define the core overflow, modify the required value, if desired.

4. In the **Subject Area Overflow** drop-down list in the row of the same CORE subject area, select the CORE subject area to which you want StudentInformation to count excess credits.
5. Repeat step 3 and step 4 for each CORE subject area for which you want to define the core overflow rule.
6. Click **Save**.

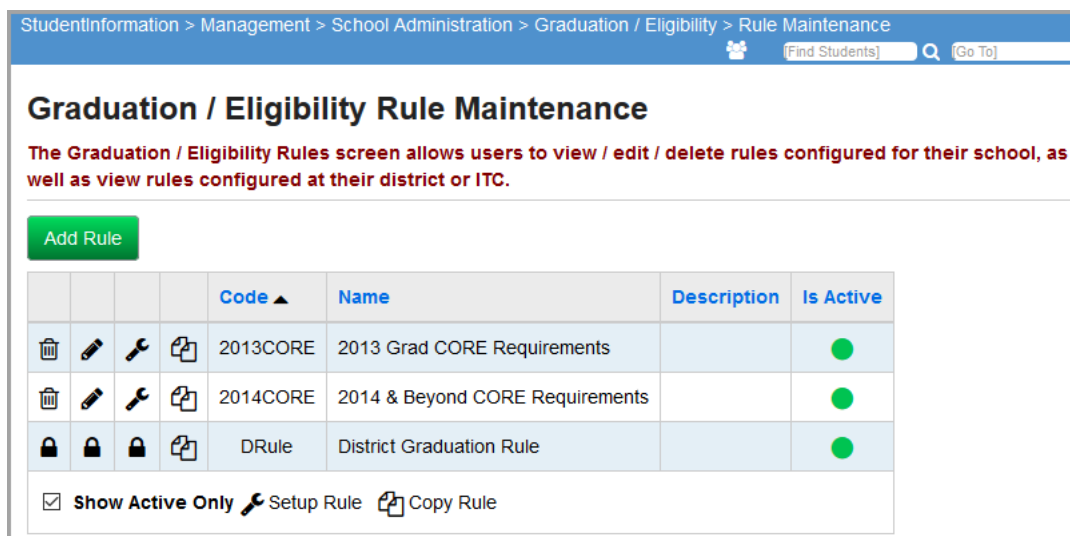
The new rule displays in the grid on the **CORE Overflow** screen.










Rule Maintenance

Navigation: StudentInformation – Management – School Administration – Graduation/Eligibility – Rule Maintenance

Graduation/Eligibility Rules contain line items that are checked to see if a student passes or fails the rule. A single rule can contain many line items, if necessary.



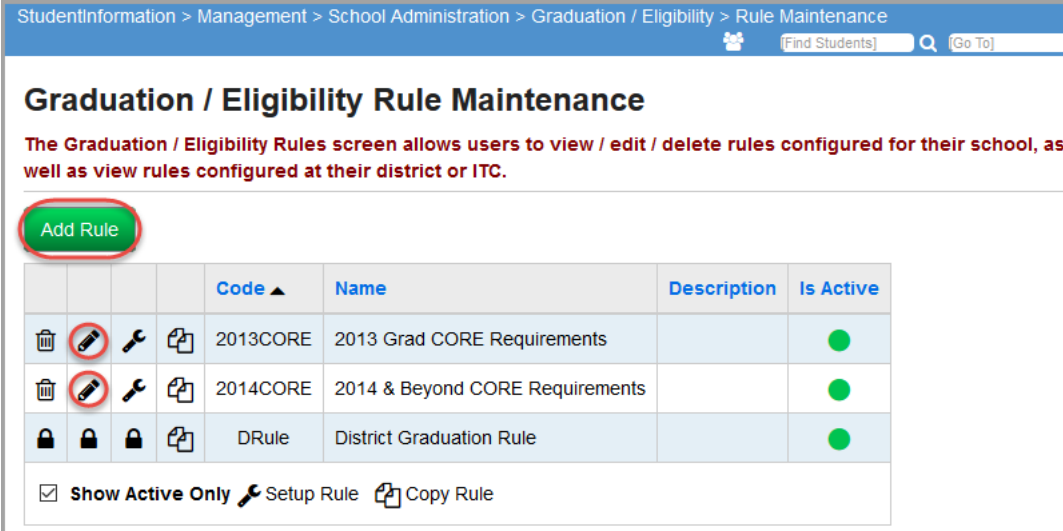
- **Sorting** – You may sort by any column (**Code, Name, Description, Is Active**) in ascending or descending order by clicking on the column header.

-  – Delete this Graduation/Eligibility Rule.
-  – Edit this Graduation/Eligibility Rule.
-  – Set up Details for this Graduation/Eligibility Rule.
-  – Copy this Graduation/Eligibility Rule.
-  – This Rule was created at a higher level (district or ITC), and cannot be edited, deleted, or have its details changed at this level.
-  – Active Graduation/Eligibility Rule – can be used on new Student Records.
-  – Inactive Graduation/Eligibility Rule – cannot be used on new Student Records.
- **Show Active Only** – If selected, displays only active Graduation/Eligibility Rules; if de-selected, displays both active and inactive Graduation/Eligibility Rules.
- **Add Rule** – Adds a Graduation/Eligibility Rule.

Add/Edit Rule

Navigation: StudentInformation – Management – School Administration – Graduation / Eligibility – Rule Maintenance

- This screen has standard add record, edit record, and delete record controls.
- Records on this screen are not deleted, but are inactivated instead.




















StudentInformation > Management > School Administration > Graduation / Eligibility > Rule Maintenance



Graduation / Eligibility Rule Maintenance

The Graduation / Eligibility Rules screen allows users to view / edit / delete rules configured for their school, as well as view rules configured at their district or ITC.

Add Rule

				Code ▲	Name	Description	Is Active
				2013CORE	2013 Grad CORE Requirements		
				2014CORE	2014 & Beyond CORE Requirements		
				DRule	District Graduation Rule		

Show Active Only  Setup Rule  Copy Rule

- To add a Graduation/Eligibility Rule, click **Add Rule**.
- To edit a Graduation/Eligibility Rule, click  in the corresponding row.
 - To view and edit an inactive Graduation/Eligibility Rule, de-select **Show Active Only** to reveal all inactive items. You can now click  to edit it.

StudentInformation > Management > School Administration > Graduation / Eligibility > Rule Maintenance

Graduation / Eligibility Rule Maintenance

The Graduation / Eligibility Rules screen allows users to view / edit / delete rules configured for their school, as well as view rules configured at their district or ITC.

[Add Rule](#)

				Code ▲	Name	Description	Is Active
				2013CORE	2013 Grad CORE Requirements		
				2014 WCS	2014 WCSD Graduation Requirements	WCS D requires that specific criteria be met for graduation. This includes a minimum 21 credits with at least 4 ENG, 3 SCI, 3 SOC, .5 HTH, .5 PHE, 4.5 ELE and pass all sections of the OGT.	
				2014CORE	2014 & Beyond CORE Requirements		
				6credit	6 credits per year	Student needs to have 6 credits	
				Asses	Assessment	OGT Requirements	
				Credit	Credit deficiency	Has the minimum 21 required	
				Gen1	General Rule 1 for Seniors	Grad rules to make sure student is on track for Graduation. This set of rules, will be based on the CORE requirements, one rule for all CORE. 2014 and beyond	
				WSReq	World Studies Requirement		

Show Active Only Setup Rule Copy Rule

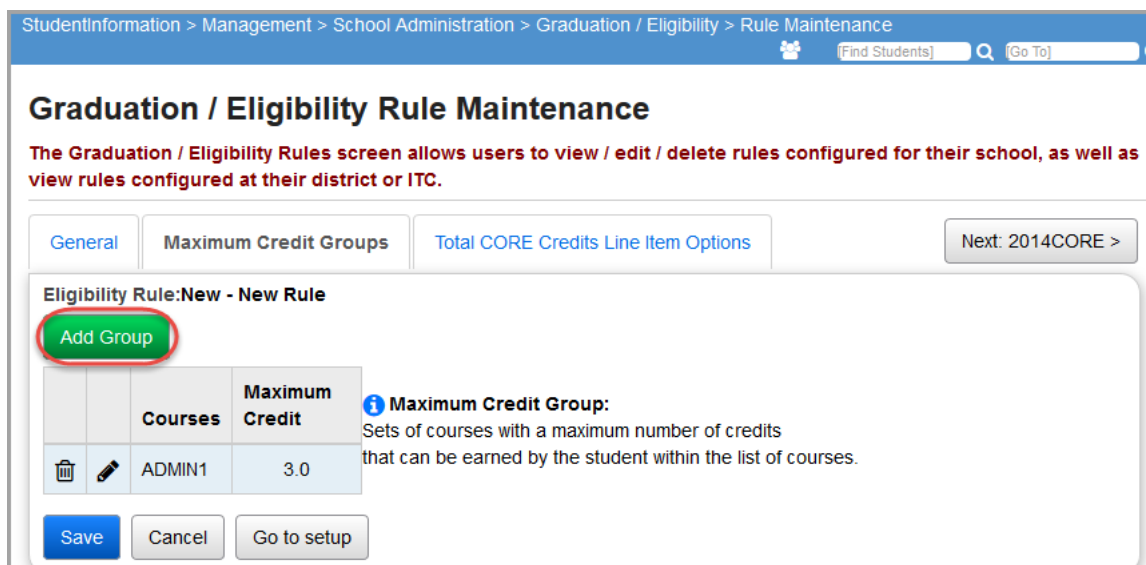
The add/edit **Graduation / Eligibility Rule Maintenance** screen displays.

- **Code** (required) – Code for this Graduation/Eligibility Rule; up to eight characters.
- **Name** (required) – Name for this Graduation/Eligibility Rule.
- **Description** (optional) – Description of this Graduation/Eligibility Rule.
- **Meets requirements text** (optional) – This text is used by report cards when the student meets the requirements for this Graduation/Eligibility Rule.
- **Does not meet requirements text** (optional) – This text is used by report cards when the student fails to meet the requirements for this Graduation/Eligibility Rule.
- **IsActive** – Select the check box to indicate the Graduation/Eligibility Rule is active. Graduation/Eligibility Rules must be Active to use on new Student Records. De-select this check box to reactivate an inactive rule. This check box is selected by default when you add a new rule.
- **Save** – Saves current Graduation/Eligibility Rule and returns to **Graduation/Eligibility Rule Maintenance** screen where the updated information displays.
- **Cancel** – Clears out entered data and returns to the **Graduation/Eligibility Rule Maintenance** screen.
- **Go to setup** – Save and go to **Setup Details** for this Graduation/Eligibility Rule. See [“Line Item Element Setup.”](#)

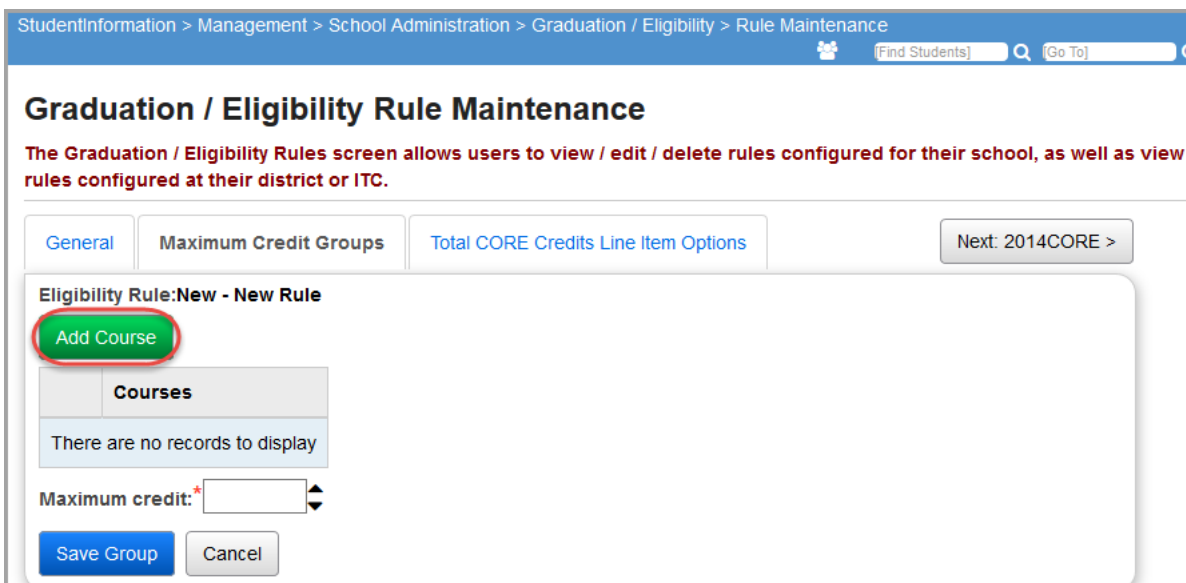
- **Maximum Credit Groups** – Click this tab to view, add, edit, or delete the sets of courses with a maximum number of credits that can be earned by the student within the list of courses. For more information, see [“Add Maximum Credit Groups to the Graduation Eligibility Rule.”](#)
- **Total CORE Credits Line Item Options** – Click this tab to view or edit the CORE overflow settings for this Graduation/Eligibility Rule. This tab only applies to Total CORE Credit line items. For more information, see [“Add CORE Overflow Rule to the Graduation/Eligibility Rule.”](#)

Add Maximum Credit Groups to the Graduation Eligibility Rule

1. On the **Maximum Credit Groups** tab, select **Add Group** to add a new set of courses with a maximum number of credits that can be earned by the student.



2. On the group screen, select **Add Course** to add any number of courses to this group.



3. Enter the course code or select to search for particular courses using the **Course Selection Wizard**, then click **Save Course**. (For more information on the **Course Selection Wizard**, see the *ProgressBook StudentInformation Scheduling Guide*)

StudentInformation > Management > School Administration > Graduation / Eligibility > Rule Maintenance

Graduation / Eligibility Rule Maintenance

The Graduation / Eligibility Rules screen allows users to view / edit / delete rules configured for their school, as well as view rules configured at their district or ITC.

General Maximum Credit Groups Total CORE Credits Line Item Options Next: 2014CORE >

Eligibility Rule:New - New Rule

Course:* ARTK Save Course Cancel

4. Continue to add as many courses as you want to include in the Maximum Credit Group.
5. Enter the **Maximum credit** that can be earned by the student within the list of courses added, then click **Save Group**.

StudentInformation > Management > School Administration > Graduation / Eligibility > Rule Maintenance

Graduation / Eligibility Rule Maintenance

The Graduation / Eligibility Rules screen allows users to view / edit / delete rules configured for their school, as well as view rules configured at their district or ITC.

General Maximum Credit Groups Total CORE Credits Line Item Options Next: 2014CORE >

Eligibility Rule:New - New Rule

Add Course

Courses	
<input type="checkbox"/>	ARTK - ART K
<input type="checkbox"/>	DMATH2 - MATHEMATICS2
<input type="checkbox"/>	DREAD1 - READING1

Maximum credit: 3

Save Group Cancel

6. The new Maximum Credit group displays in the **Maximum Credit Groups** tab.

StudentInformation > Management > School Administration > Graduation / Eligibility > Rule Maintenance

Graduation / Eligibility Rule Maintenance





The Graduation / Eligibility Rules screen allows users to view / edit / delete rules configured for their school, as well as view rules configured at their district or ITC.

The group was successfully saved

General | **Maximum Credit Groups** | Total CORE Credits Line Item Options | Next: 2014CORE >



Eligibility Rule:New - New Rule

Add Group

		Courses	Maximum Credit
		ADMIN1	3.0
		ARTK, DREAD1, DMATH2	3.0

Maximum Credit Group:
Sets of courses with a maximum number of credits that can be earned by the student within the list of courses.

Save | Cancel | Go to setup

7. Click on  to edit any existing group; click on  to delete any existing group.

Add CORE Overflow Rule to the Graduation/Eligibility Rule

The **Total CORE Credit Line Item Options** tab defines the CORE overflow rule to apply to the Graduation/Eligibility Rule. For more information about CORE overflow rules, see [“CORE Overflow Maintenance.”](#)

Note: The CORE overflow rules only work with the Total CORE Credits line item. See [“Add/Edit Total CORE Credits Element.”](#)

StudentInformation > Management > School Administration > Graduation / Eligibility > Rule Maintenance

Graduation / Eligibility Rule Maintenance

The Graduation / Eligibility Rules screen allows users to view / edit / delete rules configured for their school, as well as view rules configured at their district or ITC.

General | Maximum Credit Groups | **Total CORE Credits Line Item Options** | Next: 2014CORE >

Rule Selection

CORE Overflow Rule: * 2013CORE OVERFLOW Overflow rule to apply to credit selection. This tab only works in conjunction with Total CORE Credits Line Items

Credit Selection

Include Current Courses: Include credit for courses in progress.

Missing Marks Handling: Project Pass How to handle missing marks in current courses.

Include Current Requests: Include credit for requested courses.

High school credit only: Include only courses that have been marked as Is High School Credit.

Save | Cancel | Go to setup

- **CORE Overflow Rule** (required) – Select the CORE overflow rule you want to apply to this Graduation/Eligibility Rule.
- **Include Current Courses** – Select to include courses the student is currently taking in the CORE overflow count credits.
- **Missing Marks Handling** – Select how you want StudentInformation to count current courses for which the marks are missing.
 - **Project Pass** – The credits for a course with missing marks are included in the CORE credits calculation as though the student has passed the course.
 - **Project Fail** – The credits for a course with missing marks are not included in the CORE credits calculation as though the student has failed the course.
- **Include Current Requests** – Select to include credits from the student’s active course requests in the core overflow calculation.

- **High school credit only** – Select to include only courses in which the **Is High School Credit** check box is selected.

Setup Rule Details

Navigation: StudentInformation – Management – School Administration – Graduation / Eligibility – Rule Maintenance

				Code ▲	Name	Description	Is Active
				2013CORE	2013 Grad CORE Requirements		
				2014CORE	2014 & Beyond CORE Requirements		
				DRule	District Graduation Rule		

Show Active Only Setup Rule Copy Rule

Click to set up details for a specific Graduation/Eligibility Rule, or click **Go to Setup** from a Rule's Add/Edit screen.

				Line Item
				Course Requirements
				Assessment Requirements

Setup Line Item

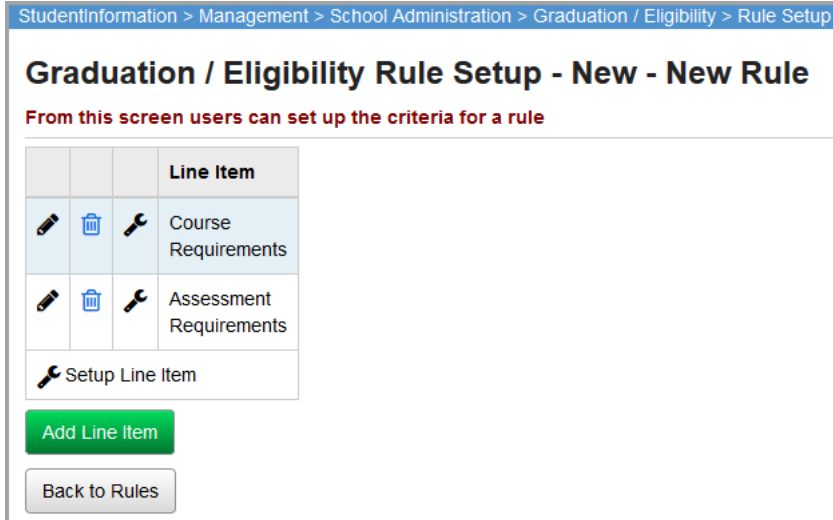
- **Add Line Item** – Adds Line Item.
- **Back to Rules** – Return to the **Graduation/Eligibility Rules** screen.
- – Edit Line Item.
- – Delete Line Item.

-  – Set up Line Item Elements.

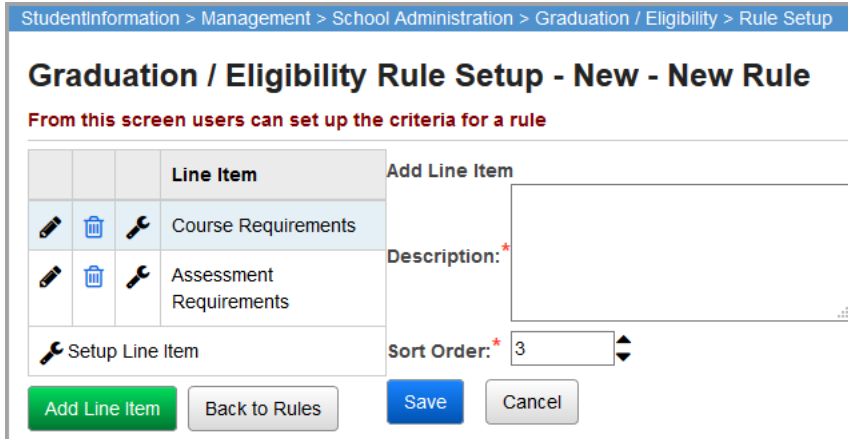
Add/Edit Line Item

Navigation: StudentInformation – Management – School Administration – Graduation / Eligibility – Rule Maintenance – Rule Setup

This screen has standard add record, edit record, and delete record controls.



Click the appropriate button to **Add** or **Edit** a new Line Item.

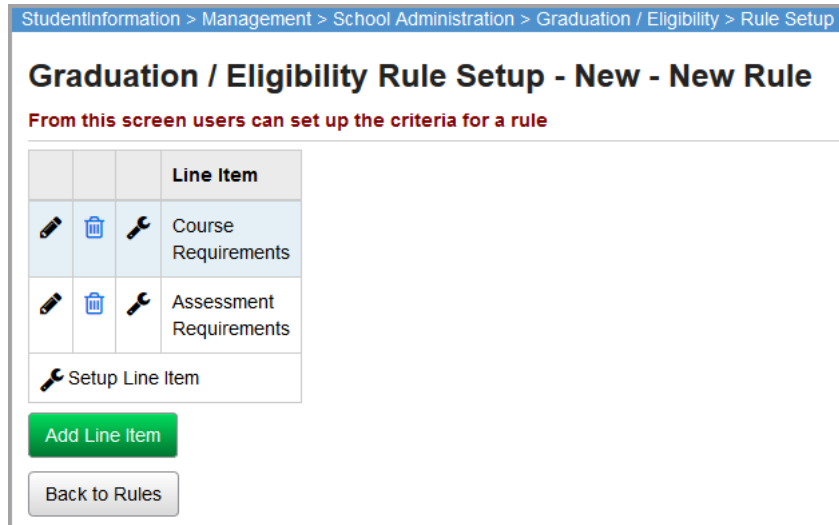


- **Description** (required) – Enter the description of this Line Item.
- **Sort Order** (required) – The order in which this Line Item displays. When adding a new Line Item, Sort Order defaults to 1 greater than the highest existing Line Item. If you enter a Sort Order that an existing Line Item has, that Line Item and any Line Items with higher Sort Order numbers will each increase by 1.
 - Example: Line Items with Sort Orders of 1, 2 and 3 already exist. Enter 2 for the new Line Item's Sort Order. The original Line Item with Sort Order 2 moves to Sort Order 3, and the original Line Item with Sort Order 3 moves to Sort Order 4.

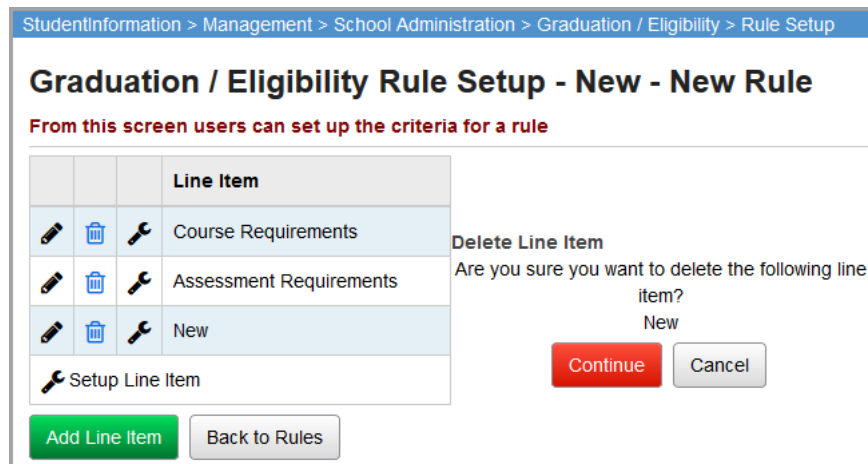
- **Save** – Save this Line Item.
- **Cancel** – Clear data entered and close the Add Line Item box.

Delete Line Item

Navigation: StudentInformation – Management – School Administration – Graduation / Eligibility – Rule Maintenance – Rule Setup



Click  to delete a Line Item. The **Delete Line Item** confirmation message appears on the right side of the screen.



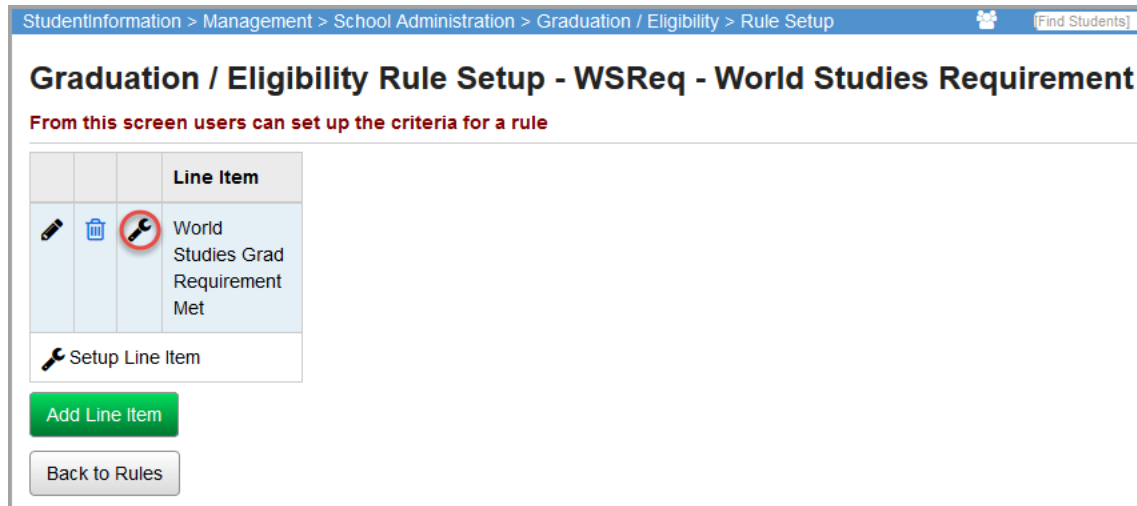
- **Continue** – Click to delete the Line Item.
- **Cancel** – Click to not delete the Line Item.



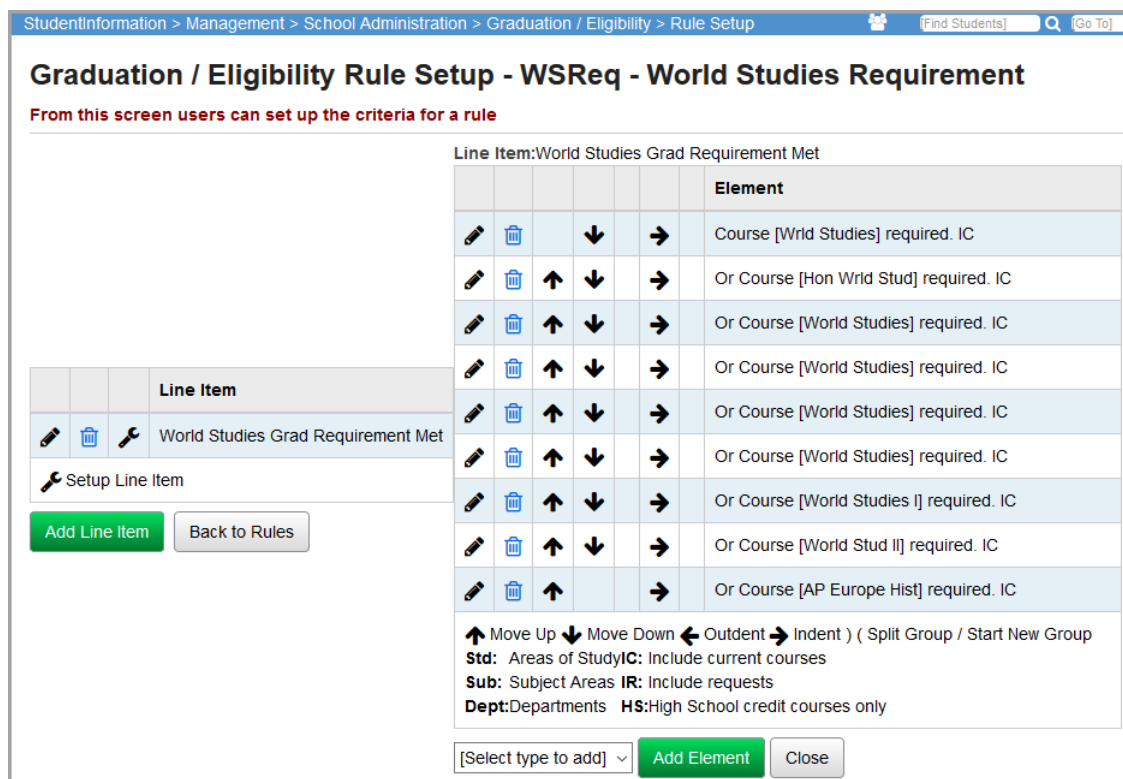
Caution: Deleted Line Items are removed completely rather than deactivated, so if you delete a Line Item by accident, you need to re-create the Line Item and any Elements it included.

Line Item Element Setup









Navigation: StudentInformation – Management – School Administration – Graduation / Eligibility – Rule Maintenance – Rule Setup



Click  to set up elements for a Line Item. The **Setup Line Item Elements** grid appears on the right side of the screen.



- **Select type to add/Add Element** – Select an Element Type from the drop-down menu, then click **Add Element** to add a new Line Item Element.
- **Close** – Close the Line Item Element box.

-  – Edit this Line Item Element.
-  – Delete this Line Item Element.
-  |  – Move this Line Item Element up or down to easily reorder the line item elements.
-  |  – Outdent or Indent this Line Item Element. Indentation works with the Operators at the start of each line after the first line, and each set of indented elements, taken together, is equivalent to one single element with the operator at the start of the indented section.
-  (– Split Group/Start New Group.
 - This is only available for lines that are part of a group and are not the first line in the group. By selecting this icon, you split the group into two groups. To achieve a rule line item with conditions in the form (a OR b OR c) AND (d OR e OR f), use the user interface to set up a rule in the form (a OR b OR c AND d OR e OR f). Then, click on  (by the line with the AND operator. This splits the group into two groups of OR conditions, joined by the AND operator. There is no “undo split” operator, but you can outdent the first line of the group that has been split, and then indent it again. The groups below and above the line you are working on joins back into one group.

How to Read and Set up Indentation

If the requirement has multiple options, use a parenthesis to separate each requirement within a line item. The following sections provide example scenarios for correctly setting up the line items for specific graduation requirements.

- **Example 1:** Students are required to take the following courses to fulfill a health/physical education requirement:
 - a. Health
 - b. Freshmen Girls PE or Freshmen Boys PE
 - c. Sophomore Girls PE or Sophomore Boys PE
 - d. 1 credit in courses where the Area of Study is Physical Education or Health

The following figure shows the correct setup for this requirement.

Line Item: Physical Ed. & Health

							Element	
							Course [HEALTH] required. IC	1
							And (Course [PHYS ED 9 G] required. IC	2
) (Or Course [PHYS ED 9 - B] required. IC)		
							And (Course [PHYS ED 10 - G] required. IC	3
) (Or Course [PHYS ED 10 B] required. IC)		
							And Total Credits >= 1 Std[PE,HEA] IC MM-Pass HS	4

Move Up Move Down Outdent Indent (Split Group / Start New Group

Std: Areas of Study **IC:** Include current courses
Sub: Subject Areas **IR:** Include requests
Dept: Departments **HS:** High School credit courses only

Total Credits

- **Example 2:** Students are required to take the following courses to fulfill a science requirement:
 - a. Physical Science or Physical Science Investigation or Chemistry
 - b. Biology I or AP Biology
 - c. 3 credits in courses where the Area of Study is Science

The following figure shows correct setup for this requirement.

Line Item: Science

							Element	
							(Course [PHYS SCIENCE] required. IC	1
) (Or Course [PHYS SCI INVEST] required. IC		
) (Or Course [CHEMISTRY] required. IC)		
							And (Course [BIOLOGY I] required. IC	2
) (Or Course [AP BIOLOGY] required. IC)		
							And Total Credits >= 3 Std[SCI] IC MM-Pass HS	3

Move Up Move Down Outdent Indent (Split Group / Start New Group

Std: Areas of Study **IC:** Include current courses
Sub: Subject Areas **IR:** Include requests
Dept: Departments **HS:** High School credit courses only

Total Credits

- **Example 3:** Students are required to take the following courses to fulfill an English requirement:
 - a. English 9 or Advanced English 9
 - b. English 10 or Advanced English 10
 - c. English 11 or Advanced English 11
 - d. English 12 or Advanced Comp/Brit Lit or AP English or Success
 - e. 4 credits in courses where the Area of Study is English.

The following figure shows the correct setup for this requirement.

Line Item: English

						Element	
✎	✖	↓	←	→		(Course [ENG-9] required. IC	1
✎	✖	↑	↓	←	→) (Or Course [ADV ENGLISH 9] required. IC)	
✎	✖	↑	↓	←	→	And (Course [ENG-10] required. IC	2
✎	✖	↑	↓	←	→) (Or Course [ADV ENGLISH 10] required. IC)	
✎	✖	↑	↓	←	→	And (Course [ENG-11] required. IC	3
✎	✖	↑	↓	←	→) (Or Course [ADV ENGLISH 11] required. IC)	
✎	✖	↑	↓	←	→	And (Course [ENG-12] required. IC	4
✎	✖	↑	↓	←	→) (Or Course [AD BRIT LI/COMP] required. IC	
✎	✖	↑	↓	←	→) (Or Course [AP ENGLISH 12] required. IC	
✎	✖	↑	↓	←	→) (Or Course [SUCCESS] required. IC)	
✎	✖	↑		→		And Total Credits >= 4 Std[ENG] IC MM-Pass	5

↑ Move Up ↓ Move Down ← Outdent → Indent)(Split Group / Start New Group

Std: Areas of Study	IC: Include current courses
Sub: Subject Areas	IR: Include requests
Dept: Departments	HS: High School credit courses only

Total Credits ▼
 Add Element
 Close

- **Example 4:** Students are required to take 5 credits in a course where the Subject Area is art, music, or business to fulfill an elective requirement.

The following figure shows correct setup for this requirement.

- **Example 5:** Students are required to take the following courses to fulfill part of the school's graduation requirements:
 - a. Government
 - b. Keyboarding
 - c. HS Health
 - d. HS American History or US History or American History DI

The following figure shows correct setup for this requirement.

- **Example 6:** Students are required to take the following courses to fulfill a social studies requirement:
 - a. World History
 - b. American History
 - c. Government & Economics

The following figure shows the correct setup for this requirement.

Line Item: Social Studies

Element					
				Course [WORLD HIST] required. IC	1
				And Course [AMER HISTORY] required. IC	2
				And Course [GOVT & ECON] required. IC	3

Move Up
 Move Down
 Outdent
 Indent
)(Split Group / Start New Group

Std: Areas of Study **IC:** Include current courses
Sub: Subject Areas **IR:** Include requests
Dept: Departments **HS:** High School credit courses only

Course

- **Example 7:** Students are required to take the following courses to fulfill a science requirement:
 - a. Physical Science
 - b. Biology I
 - c. Biology II or Zoology or Anatomy or Chemistry or Physics or Geology/Astronomy
 The following figure shows the correct setup for this requirement.

Line Item: Science

						Element
						Course [PHYS SCIENCE] required. IC 1
						And Course [BIOLOGY I] required. IC 2
						And (Course [BIOLOGY II] required. IC
) (Or Course [ZOOLOGY] required. IC
) (Or Course [ANT & PHYS] required. IC 3
) (Or Course [CHEMISTRY] required. IC
) (Or Course [PHYSICS] required. IC
) (Or Course [GEO/ASTRO] required. IC)

Move Up
 Move Down
 Outdent
 Indent
)(Split Group / Start New Group

Std: Areas of Study **IC:** Include current courses
Sub: Subject Areas **IR:** Include requests
Dept: Departments **HS:** High School credit courses only

[Select type to add] ▼ Add Element Close

- **Example 8:** Students are required to take the following courses to fulfill an English requirement:
 - a. English 9
 - b. English 10
 - c. English 11C (college prep) or English 11
 - d. English 12C (college prep) or AP English 12 or English 12

The following figure shows the correct setup for this requirement.

Line Item: English

Element									
✍	✖	↓	→	→	Course [ENG-9] required. IC IR	1			
✍	✖	↑	↓	→	And Course [ENG-10] required. IC IR	2			
✍	✖	↑	↓	←	→	And (Course [ENG-11] required. IC IR	3		
✍	✖	↑	↓	←	→	Or Course [ENGLISH 11C] required. IC IR)			
✍	✖	↑	↓	←	→	And (Course [ENG-12] required. IC IR	4		
✍	✖	↑	↓	←	→	Or Course [ENGLISH 12C] required. IC IR)			
✍	✖	↑	↓	←	→	Or Course [AP ENGLISH 12] required. IC IR)			

↑ Move Up ↓ Move Down ← Outdent → Indent)(Split Group / Start New Group

Std: Areas of Study	IC: Include current courses
Sub: Subject Areas	IR: Include requests
Dept: Departments	HS: High School credit courses only

Course

- **Example 9:** Students are required to take the following courses to fulfill a foreign language requirement:
 - a. Spanish I and Spanish II and Spanish III
OR
 - b. French I and French II and French III
OR
 - c. 4 credits in courses where the Area of Study is Foreign Language (FLR) or Language (LAN)

The following figure shows the correct setup for this requirement.

Line Item: Foreign Language

Element										
										(Course [SPAN-I] required. IC IR
)	(And Course [SPAN-II] required. IC IR
)	(And Course [SPAN-III] required. IC IR)
										Or (Course [FRENCH 1] required. IC IR
)	(And Course [FRENCH II] required. IC IR
)	(And Course [FRENCH III] required. IC IR)
										Or Total Credits >= 4 Std[FLR,LAN] IC MM-Pass IR HS

Move Up
 Move Down
 Outdent
 Indent
)(Split Group / Start New Group

Std: Areas of Study **IC:** Include current courses
Sub: Subject Areas **IR:** Include requests
Dept: Departments **HS:** High School credit courses only

[Select type to add] ▼ Add Element Close

- **Example 10:** Students are required to take the following courses to fulfill a senior studies requirement:
 - a. AP U.S. Government
OR
 - b. U.S. Government and American Politics
OR
 - c. American Foreign Policy
OR
 - d. Economics
OR
 - e. International Diplomacy

The following figure shows the correct setup for this requirement.

The screenshot shows a software interface for setting up graduation requirements. The title is "Line Item: Science". Below the title is a table with columns for editing actions and a column for the requirement text. The table contains two groups of requirements, each with a red and a blue circle around its editing icons.

						Element	
						(Total Credits >= 2 Sub[BSC] IC MM-Pass HS	1
) (And Total Credits >= 1 Sub[PSC] IC MM-Pass HS)	
						Or (Total Credits >= 1 Sub[BSC] IC MM-Pass HS	2
) (And Total Credits >= 2 Sub[PSC] IC MM-Pass HS)	

Below the table are navigation controls: Move Up, Move Down, Outdent, Indent, and Split Group / Start New Group. A legend defines the codes: Std: Areas of Study, Sub: Subject Areas, Dept: Departments, IC: Include current courses, IR: Include requests, HS: High School credit courses only. At the bottom, there is a dropdown menu for "Total Credits", an "Add Element" button, and a "Close" button.

- **Example 11:** Students are required to take the following courses to fulfill a science requirement:
 - a. 2 credits in courses where the Subject Area is BSC and 1 credit in a course where the Subject Area is PSC
 - OR
 - b. 1 credit in courses where the Subject Area is BSC and 2 credits in courses where the Subject Area is PSC

The following figure shows the correct setup for this requirement.

Line Item: Science

						Element	
						(Total Credits >= 2 Sub[BSC] IC MM-Pass HS	1
) And Total Credits >= 1 Sub[PSC] IC MM-Pass HS)	
						Or (Total Credits >= 1 Sub[BSC] IC MM-Pass HS	2
) And Total Credits >= 2 Sub[PSC] IC MM-Pass HS)	

Move Up
 Move Down
 Outdent
 Indent
)(Split Group / Start New Group

Std: Areas of Study **IC:** Include current courses
Sub: Subject Areas **IR:** Include requests
Dept: Departments **HS:** High School credit courses only

Total Credits

- **Example 12:** Students in 9th grade are required to take the following:
 - a. English
 - b. Algebra I
 - c. Biology I
 - d. Biology II
 - e. Boys Health 9 or Girls Health 9
 - f. Boys Physical Education 9 or Girls Physical Education 9
 - g. Social Studies I

The following figure shows the correct setup for this requirement.

Line Item: 9th Grade

						Element	
						Course [ENG-9] required.	1
						And Course [ALGEBRA I] required.	2
						And Course [BIOLOGY I] required.	3
						And Course [BIOLOGY II] required.	4
						And (Course [HEALTH 9 B] required.	5
) Or Course [HEALTH 9 G] required.)	
						And (Course [PHYS ED 9 G] required.	6
) Or Course [PHYS ED 9 B] required.)	
						And Course [SOC STUDIES I] required.	7

Move Up
 Move Down
 Outdent
 Indent
)(Split Group / Start New Group

Std: Areas of Study	IC: Include current courses
Sub: Subject Areas	IR: Include requests
Dept: Departments	HS: High School credit courses only

Course

Add/Edit Line Item Element

Navigation: StudentInformation – Management – School Administration – Graduation / Eligibility – Rule Maintenance

Graduation/Eligibility Rules contain line items that are checked to see if a student passes or fails the rule. A single rule can contain many line items, if necessary, and each line item may contain multiple line item elements.

StudentInformation > Management > School Administration > Graduation / Eligibility > Rule Setup

Graduation / Eligibility Rule Setup - WSReq - World Studies Requirement

From this screen users can set up the criteria for a rule

Line Item: World Studies Grad Requirement Met

						Element
				↓	→	Course [Wrld Studies] required. IC
		↑	↓		→	Or Course [Hon Wrld Stud] required. IC
		↑	↓		→	Or Course [World Studies] required. IC
		↑	↓		→	Or Course [World Studies] required. IC
		↑	↓		→	Or Course [World Studies] required. IC
		↑	↓		→	Or Course [World Studies] required. IC
		↑	↓		→	Or Course [World Studies I] required. IC
		↑	↓		→	Or Course [World Stud II] required. IC
		↑			→	Or Course [AP Europe Hist] required. IC

↑ Move Up ↓ Move Down ← Outdent → Indent) (Split Group / Start New Group
Std: Areas of Study **IC:** Include current courses
Sub: Subject Areas **IR:** Include requests
Dept: Departments **HS:** High School credit courses only

[Select type to add] **Add Element** Close

This screen has standard add record, edit record, and delete record controls.

Select an Element type (Assessment, Community Service, Course, Exemption, GPA, Miscellaneous, or Total Credits) and click **Add Element** to add a Line Item Element, or in the **Element** grid to edit a Line Item Element.

Common Features to Adding/Editing All Element Types

All **Add Line Item Elements** grids have the following features:

- **Operator** (required) – Select And or Or, to determine how this Line Item Element interacts with the previously entered Line Item Element. For more information on operators and indenting/outdenting, see [“Line Item Element Setup.”](#)
- **Save** – Save this Line Item Element.
- **Cancel** – Clears all data entered and closes the Add/Edit Line Item Element grid.

Add/Edit Assessment Element


- **Type** (required) – Select type of test (8th Achievement, OGT, etc.).
- **Part** (required or not applicable) – On multi-part tests, select part of test from the drop-down menu; this menu changes for each test.
- **Minimum Score** (optional) – Specify minimum score to override the assessment part default minimum score. You can leave this blank, and it will use the default minimum score for that assessment part.

Add/Edit Community Service Element

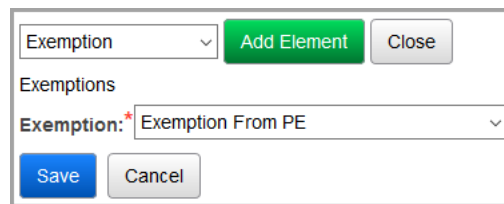
- **Community Service >=** (required) – Enter a minimum number of Community Service hours required to pass this Line Item Element, or use the arrows to change the number up and down.

Add/Edit Course Element

- **Code** (required) – Enter a course code.

-  – Open the **Course Selection Wizard** (for more information on the **Course Selection Wizard**, see the *ProgressBook StudentInformation Scheduling Guide*).
- **Include Current Courses** – Yes or No; select this check box to count courses currently in progress for passing this Line Item Element. This is notated as IC in the Line Item Element. When looking at current courses, StudentInformation will look at the latest mark of the Mark Type chosen and if the student has a passing mark, they will pass the line item. If no marks have been entered yet, StudentInformation assumes the student will pass the line item.
- **Include Current Requests** – Yes or No; select this check box to count active course requests for passing this Line Item Element. This is notated as IR in the Line Item Element.

Add/Edit Exemption Element



- **Exemption** (required) – Select an exemption code. Available options are **Exemption From PE**, **Exemption From Fine Arts**, and **Exemption From Econ/Financial Literacy**.

Add/Edit GPA Element



- **GPA Set** (required) – Select a **GPA Set** from the drop-down list.
- **GPA >=** (required) – Enter a minimum GPA required to pass this Line Item Element.

Add/Edit Miscellaneous Element

- **Miscellaneous Item** (required) – Select a Miscellaneous Item from the drop-down menu; these are defined on the **Miscellaneous Items Maintenance** screen (see [“Miscellaneous Item Maintenance.”](#))
- **Value** (required) – Select **True** or **False**. If True, this Miscellaneous Item is required to pass this Line Item Element. If False, this Line Item Element passes unless this Miscellaneous Item has been checked for the student.
- **Handle missing values** (required) – Select **Treat missing as True** or **Treat missing as False**. If the student has no value for the miscellaneous item, use this value for that student.

- **Miscellaneous Item** (required) – Select a Miscellaneous Item from the drop-down menu; these are defined on the **Miscellaneous Items Maintenance** screen (see [“Miscellaneous Item Maintenance.”](#))
- **Value** (required) – Enter a minimum integer value for this Miscellaneous item to pass this Line Item Element.
- **Handle missing values** (required) – Enter a value to be used if the student has no value for the miscellaneous item.

Add/Edit Total Credits Element

Total Credits ▾
Add Element
Close

Total Credits:

Total Credits* >=

Include Current Courses: i Include credit for courses in progress.

Missing Marks Handling: Project Pass ▾ i How to handle missing marks in current courses.

Include Current Requests: i Include credit for requested courses.

High school credit only: i Include only courses that have been marked as Is High School Credit.

Areas of Study:

BUS - BUSINESS
 ENG - ENGLISH
 FA - FINE ARTS
 FL - FOREIGN LANGUAGE

←
→
↔
↔

i Credit will be counted only for courses in the indicated Areas of Study.

Subject Areas:

AG - AMERICAN GOVERNMENT
 AH - US HISTORY
 BIO - BIOLOGY
 CE - CONSUMER ECONOMICS

←
→
↔
↔

i Credit will be counted only for courses in the indicated Subject Areas.

Departments:

100 - ENGLISH
 150 - MEDIA
 200 - MATH
 300 - SCIENCE

←
→
↔
↔

i Credit will be counted only for courses in the indicated Departments. **Note: Manual courses do not have a department field and cannot be included in the total credits when department is used.**

CORE Subject Area:

BUS - Business units
 CTA - Career/Technical units
 ELE - Elective Units
 ENG - English Language Arts Units

←
→
↔
↔

i Credit will be counted only for Courses in the indicated Core Subject Areas.

Operator: **And** **Or**

Save
Cancel

- **Total Credits >=** (required) – Enter a minimum number of credits required to pass this Line Item Element.

- **Include Current Courses** – Yes or No; select this check box to count courses currently in progress for passing this Line Item Element. This is notated as IC in the Line Item Element. When looking at current courses, StudentInformation will look at the latest mark of the Mark Type chosen and if the student has a passing mark, they will pass the line item. If no marks have been entered yet StudentInformation assumes the student will pass the line item.
- **Missing Marks Handling** – This option determines how marks missing from the included current courses (previous option) are interpreted. Project Pass means that it is assumed that the student will pass the course. Project Fail means that it is assumed that the student will fail the course.
- **Include Current Requests** – Yes or No; select this check box to count active course requests for passing this Line Item Element. This is notated as IR in the Line Item Element.
- **High school credit only** – Yes or No; select this check box to only include courses that have been selected as “In High School Credit” for passing this Line Item Element. This is notated as HS in the Line Item Element. This allows the eligibility module to be used by elementary and middle schools if needed.
- **Areas of Study** (optional) – If you wish to limit this Line Item Element to particular Areas of Study, move the Area of Study codes to be included to the right box. Credit is only counted for courses in the indicated Areas of Study. All courses are used if there is no selection in the right box. This is notated as Std in the Line Item Element.
- **Subject Areas** (optional) – If you wish to limit this Line Item Element to particular Subject Areas, move the Subject Area codes to be included to the right box. Credit is only counted for courses in the indicated Subject Areas. All courses are used if there is no selection in the right box. This is notated as Sub in the Line Item Element.
- **Departments** (optional) – If you wish to limit this Line Item Element to particular Departments, move the Departments to be included to the right box. Credit is only counted for courses in the indicated Departments. All courses are used if there is no selection in the right box. This is notated as Dept in the Line Item Element.

Note: Manual courses do not have a Department field and cannot be included in the total credits when Department is used.

- **CORE Subject Area** (optional) – If you wish to limit this Line Item Element to particular CORE subject areas, move the CORE subject area to the right box. Credit is only counted for courses in the indicated CORE subject areas. All courses are used if there is no selection in the right box. The selections available for this option are identical to those listed in the **EMIS Subject Area For Credit** field on the **Manually Entered Course** screen.

Add/Edit Total CORE Credits Element

The Total CORE Credits line item element defines how StudentInformation calculates the overflow credits for the CORE subject area(s). To use this line item element, you must assign a CORE overflow rule to this Graduation/Eligibility Rule. For more information, see [“Add CORE Overflow Rule to the Graduation/Eligibility Rule.”](#)

- **Total CORE Credits > =** – Enter the total number of credits required for the selected CORE subject area(s). Once a student has earned more credits than entered, the extra credits are counted in the CORE subject area selected in the **Subject Area Overflow** drop-down list on the **CORE Overflow Maintenance** screen. For more information, see [“CORE Overflow Maintenance.”](#)
- **CORE Subject Area** – Select the CORE subject area(s) to which the line item element applies.

Delete Line Item Element

Navigation: StudentInformation – Management – School Administration – Graduation / Eligibility – Rule Maintenance

Graduation/Eligibility Rules contain line items that are checked to see if a student passes or fails the rule. A single rule can contain many line items, if necessary, and each line item may contain multiple line item elements.

StudentInformation > Management > School Administration > Graduation / Eligibility > Rule Setup

Graduation / Eligibility Rule Setup - WSReq - World Studies Requirement

From this screen users can set up the criteria for a rule

Line Item: World Studies Grad Requirement Met

					Element
					Course [Wrid Studies] required. IC
					Or Course [Hon Wrid Stud] required. IC
					Or Course [World Studies] required. IC
					Or Course [World Studies] required. IC
					Or Course [World Studies] required. IC
					Or Course [World Studies] required. IC
					Or Course [World Studies I] required. IC
					Or Course [World Stud II] required. IC
					Or Course [AP Europe Hist] required. IC

Move Up Move Down Outdent Indent) (Split Group / Start New Group
Std: Areas of Study **IC:** Include current courses
Sub: Subject Areas **IR:** Include requests
Dept: Departments **HS:** High School credit courses only

[Select type to add]

Click to delete a Line Item Element. The **Delete Line Item Element** grid appears below the Line Item Elements list pane.

Delete Line Item

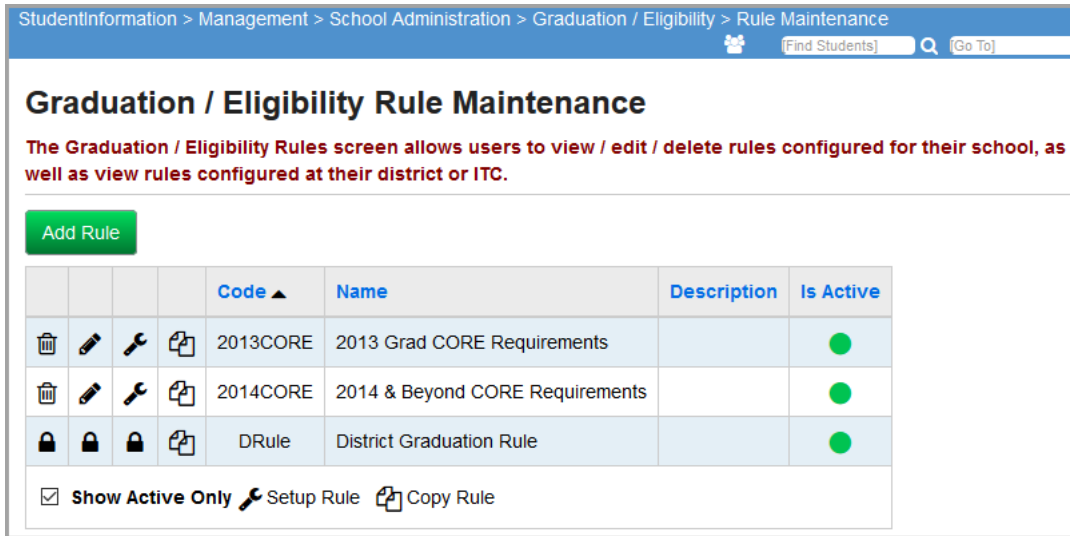
Are you sure you want to delete the following line item?

World Studies Grad Requirement Met

- **Continue** – Click to delete the Line Item.
- **Cancel** – Click to not delete the Line Item.

Copy Rule

Navigation: StudentInformation – Management – School Administration – Graduation / Eligibility – Rule Maintenance



StudentInformation > Management > School Administration > Graduation / Eligibility > Rule Maintenance

Graduation / Eligibility Rule Maintenance

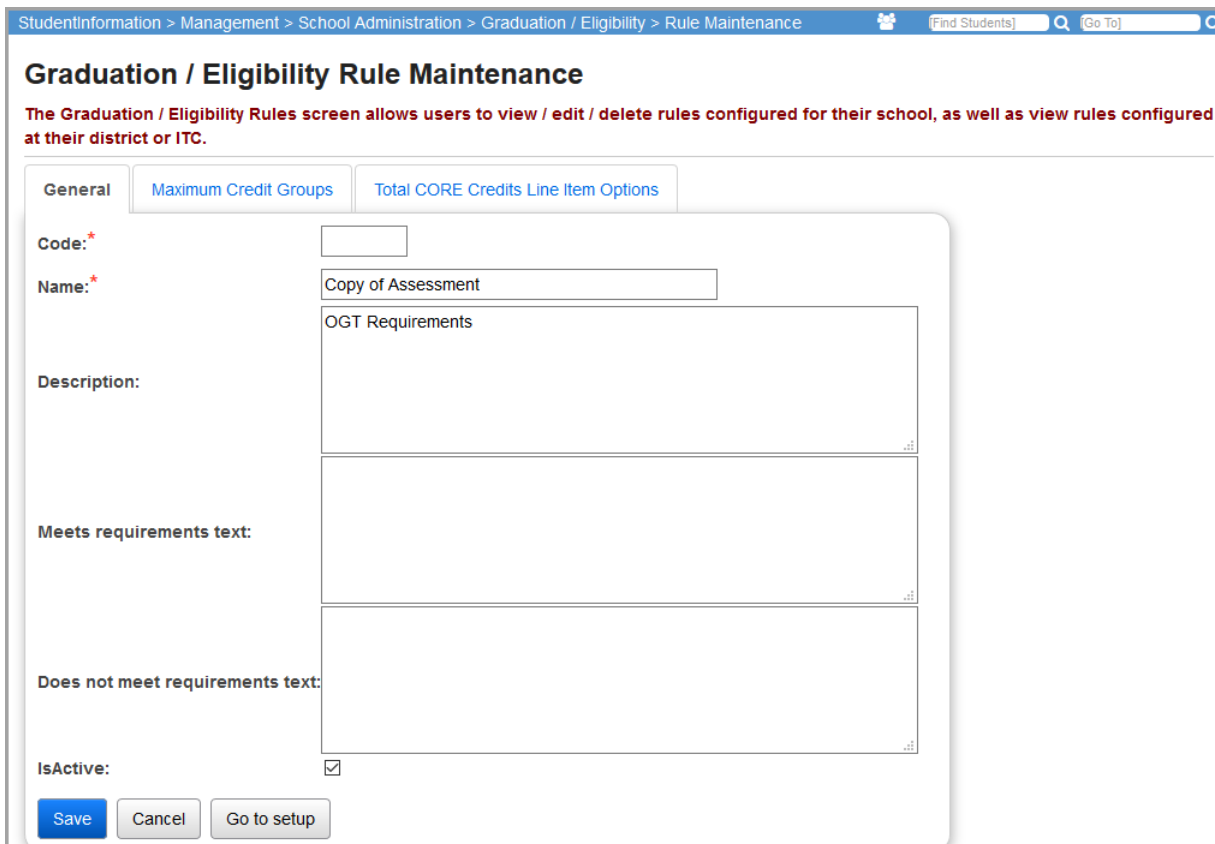
The Graduation / Eligibility Rules screen allows users to view / edit / delete rules configured for their school, as well as view rules configured at their district or ITC.

[Add Rule](#)

				Code ▲	Name	Description	Is Active
				2013CORE	2013 Grad CORE Requirements		
				2014CORE	2014 & Beyond CORE Requirements		
				DRule	District Graduation Rule		

Show Active Only Setup Rule Copy Rule

Click to copy a specific Graduation/Eligibility Rule.



StudentInformation > Management > School Administration > Graduation / Eligibility > Rule Maintenance

Graduation / Eligibility Rule Maintenance

The Graduation / Eligibility Rules screen allows users to view / edit / delete rules configured for their school, as well as view rules configured at their district or ITC.

General [Maximum Credit Groups](#) [Total CORE Credits Line Item Options](#)

Code: *

Name: *

Description:

Meets requirements text:

Does not meet requirements text:

IsActive:

[Save](#) [Cancel](#) [Go to setup](#)

- **Code** (required) – Code for this Graduation/Eligibility Rule; up to eight characters
- **Name** (required) – Name for this Graduation/Eligibility Rule; defaults to “Copy of” followed by the name of the rule being copied.
- **Description** (optional) – Description of this Graduation/Eligibility Rule
- **Meets requirements text** (optional) – This text will be used by report cards when the student meets the requirements for this Graduation/Eligibility Rule
- **Does not meet requirements text** (optional) – This text will be used by report cards when the student fails to meet the requirements for this Graduation/Eligibility Rule.
- **Is Active** – Select the check box to indicate the Graduation/Eligibility Rule is active. Graduation/Eligibility Rules must be Active to use on new Student Records. This check box is checked by default.
- **Save** – Saves current Graduation/Eligibility Rule and returns to **Graduation/Eligibility Rule Maintenance** screen where the updated information displays.
- **Cancel** – Clears out entered data and returns to the **Graduation/Eligibility Rule Maintenance** screen.
- **Go to setup** – Save and go to **Setup Details** for this Graduation/Eligibility Rule. See [“Line Item Element Setup.”](#)
- **Maximum Credit Groups** – Click this tab to view, add, edit, or delete the sets of courses with a maximum number of credits that can be earned by the student within the list of courses. For more information, see [“Add Maximum Credit Groups to the Graduation Eligibility Rule.”](#)
- **Total CORE Credits Line Item Options** – Click this tab to view or edit the CORE overflow settings for this Graduation/Eligibility Rule. This tab only applies to Total CORE Credit line items. For more information, see [“Add CORE Overflow Rule to the Graduation/Eligibility Rule.”](#)

Delete Rule

Navigation: StudentInformation – Management – School Administration – Graduation / Eligibility – Rule Maintenance

StudentInformation > Management > School Administration > Graduation / Eligibility > Rule Maintenance


Graduation / Eligibility Rule Maintenance

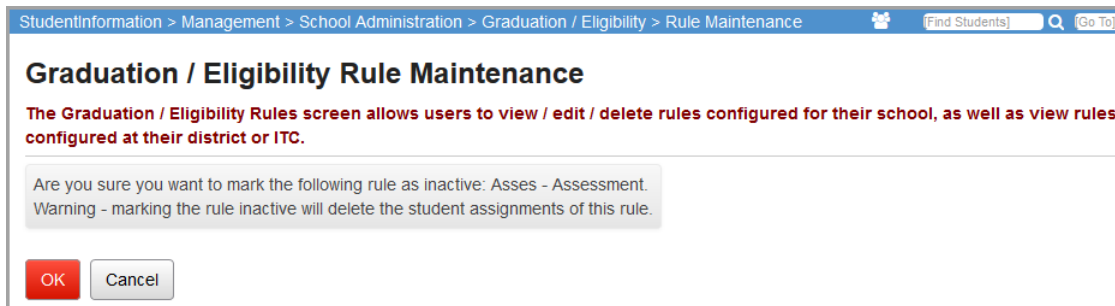
The Graduation / Eligibility Rules screen allows users to view / edit / delete rules configured for their school, as well as view rules configured at their district or ITC.

[Add Rule](#)

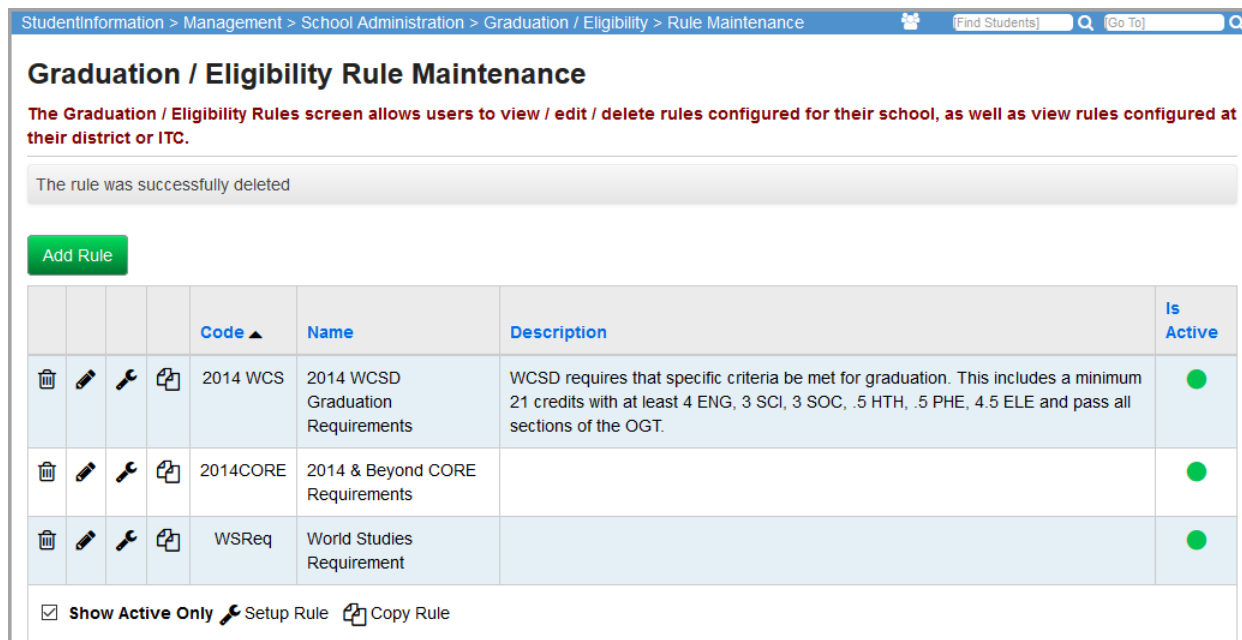
	Code ▲	Name	Description	Is Active
	2013CORE	2013 Grad CORE Requirements		
	2014CORE	2014 & Beyond CORE Requirements		
	DRule	District Graduation Rule		

Show Active Only Setup Rule Copy Rule

Click  to delete (deactivate) a specific Graduation/Eligibility Rule.



- **Ok** – Click to deactivate this Graduation/Eligibility Rule.
- **Cancel** – Click to not delete the Graduation/Eligibility Rule.



Note: A Graduation/Eligibility Rule is not actually deleted – it is made Inactive. Show both Active and Inactive Graduation/Eligibility Rules by de-selecting the **Show Active Only** check box. To re-activate an Inactive Graduation/Eligibility Rule, see [“Add/Edit Rule.”](#)

Graduation Eligibility

Assigning Graduation/Eligibility Rules

Once Graduation/Eligibility Rules exist, you can assign them to students either by the **Eligibility Rule Assignment** screen, the **Student Profile Bulk Update** screen, or individually on the **Edit Student Profile** screen **Additional** tab. You can change Graduation/Eligibility Rules for a student at any time during the school year.

Eligibility Rule Assignments

Navigation: StudentInformation – SIS – Graduation / Eligibility – Eligibility Rule Assignments

The **Eligibility Rule Assignments** screen can be used to search for students missing primary and/or secondary rules, or with a specified rule or grade level. Selected students can then be bulk assigned primary or secondary rules with a choice of overriding existing rules.

StudentInformation > SIS > Graduation / Eligibility > Eligibility Rule Assignments Find Student

Eligibility Rule Assignments

From this screen, you can manage student eligibility rule assignments.

Ad-hoc Membership: Public and Private

Grade Level: Active Students Only:

Primary Rule: Secondary Rule:

Student Search Criteria

- **Ad-Hoc Membership** (optional) – Search students associated with an Ad-Hoc Membership selected from the drop-down list, or click to view the **Ad-Hoc Membership Maintenance** screen to create or view existing Ad-Hoc Memberships.
- **Public and Private** – Select this check box to include public Memberships from other users in the **Ad-Hoc Membership** drop-down list.
- **Grade Level** (optional) – Select to search students in a specific grade level or leave blank to search students across all grade levels in the drop-down list
- **Active Students Only** - Select this check box to search active students only; de-select this check box to search both active and inactive students.
- **Primary Rule** (optional) – Select to search students with a specific Primary Rule, or leave blank to search students with blank Primary Rules.
- **Secondary Rule** (optional) – Select to search students with a specific Secondary Rule, or leave blank to search students with blank Secondary Rules.
- **Search** – Click to search for students using the selected criteria.

The **Mass Update Options** display and the students returned by the search criteria display in the Search Results grid.

- **New Search** – Go back to the search criteria screen and start over.
- **Mass Update Options**
 - **Primary Rule** (optional) – Select a Graduation Rule from the drop-down list to assign to all selected student’s Primary Rule. If you leave the Primary Rule blank, existing Primary Rule assignments will not be cleared unless the **Override current primary rule** check box is checked.
 - **Secondary Rule** (optional) – Select a Graduation Rule from the drop-down list to assign to all selected student’s Secondary Rule. If you leave the Secondary Rule blank, existing Secondary Rule assignments will not be cleared unless the **Override current secondary rule** check box is checked.
 - **Override current primary rule** – Select this check box to override the selected students’ current Primary Rule. If de-selected, students with an existing Primary Rule are not updated.

***Note:** If you select this check box and leave the Primary Rule field blank, all existing primary rule assignments are overridden with blanks.*

- **Override current secondary rule** – Select this check box to override the selected students’ current Secondary Rule. If de-selected, students with an existing Secondary Rule are not updated.

***Note:** If you select this check box and leave the Secondary Rule field blank, all existing secondary rule assignments are overridden with blanks.*

Search Result

The following information displays in the Search Results grid for each student that matches the search criteria:

- **Number** – Student number of student
- **Student** – Name of student

- **Grade Level** – Current grade level of student
- **Primary Rule** – Current primary rule of student
- **Secondary Rule** – Current secondary rule of student
- **Number** – Select this check box to include all students in the Search Results grid. De-select this check box to exclude all students.
- **19** – Select the check box next to a specific Student Number to include a single student in the Search Results grid. Single students can be excluded by de-selecting the corresponding check box.
- **Update Selected** – Click to update included students with the selected Primary Rule and Secondary Rule according to their respective override check boxes. The Search Results grid refreshes and now excludes the students with the updated rules as they no longer fit your search criteria.

Student Profile Bulk Update

Navigation: StudentInformation – Management – Ad-Hoc Updates – Student Profile Bulk Update

You can update the Primary Graduation Rule or Alternate Graduation Rule of selected students via the **Student Profile Bulk Update** screen, **Student record** tab.

For more information on the process, see the *ProgressBook StudentInformation Ad-Hoc Updates Guide*.

Student Profile – Additional Tab

Navigation: StudentInformation – SIS – Student – Edit Profile

You can manually select or change Graduation/Eligibility Rules for a student on the **Edit Student Profile** screen, **Additional** tab.

For details regarding the use of the Student Profile screen, see the *ProgressBook StudentInformation Student and Registration Guide*.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Arrivance FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 06/10/2015 1:31 PM by User: [redacted]

Primary Building: [redacted]

Special Ed: 0 Country of Origin: US - United States Of America

Citizenship: 04 - United States citizen

Building Progression Track: [redacted] Graduation Year: 2016

New School: [redacted]

Pri. Graduation Rule: [redacted] **Alt. Graduation Rule:** [redacted]

Counselor: [redacted] Scheduling Priority: 5

Show grade appropriate counselors only Locker Assignments: Assign Primary Locker

- **Pri. Graduation Rule** – Select the Graduation/Eligibility Rule to use as this student's Primary Rule.
- **Alt. Graduation Rule** – Select the Graduation/Eligibility Rule to use as this student's Secondary Rule.

Student Graduation/Eligibility

Miscellaneous Values

Navigation: StudentInformation – SIS – Student – Graduation / Eligibility – Miscellaneous Values

This screen is used to define the values for each student for any Miscellaneous Items. If a Miscellaneous Item is not needed for the student's Graduation/Eligibility Rules, it can be left blank.

	Code	Name	Value
	Couns	Counselor Discussion	True ▾
	MDItem	Misc District Item	4

- – Clear the value field for this Miscellaneous Item. This clearing process does not occur in the student's data until you click **Save**.
- **Value** – Select **True** or **False** for True/False Miscellaneous Items, or enter a numeric value for Numeric Miscellaneous Items. Any items entered are not saved until you click **Save**.
- **Save** – Click to save changes made to the student's Miscellaneous Values.

Student Eligibility Details

Navigation: StudentInformation – SIS – Student – Graduation / Eligibility – Student Eligibility Details

This screen allows users to quickly and easily run Eligibility Rules as well as view the details behind the eligibility rules for a selected student.

StudentInformation > SIS > Student > Graduation / Eligibility > Student Eligibility Details

Eligibility Rule - [redacted]

This screen allows you to review student eligibility details

Working Schedule: Default Schedule Result: sandy Reload Screen

Std: Areas of Study Sub: Subject Areas Dept: Departments
IR: Include requests IC: Include current courses HS: High School credit courses only

Eligibility Assessments Assignments Community Crs History GPA History Misc Elig Requests

Rule:* [dropdown] Choose the rule to run.

Mark Type:* [dropdown] The mark type to use for current year credits.

Recalculate: Check recalculate to refresh the student's values.

Show Details: Check to show the line item criteria results in the report

View Eligibility

There are three parts to the Student Eligibility Details screen:

1. Legend

Std: Areas of Study Sub: Subject Areas Dept: Departments
IR: Include requests IC: Include current courses HS: High School credit courses only

- **Close Legend** – closes the Legend
- **Show Legend** – displays the Legend (default)

2. Menu

Eligibility Assessments Assignments Community Crs History GPA History Misc Elig Requests

- **Close Menu** – Closes the menu
- **Show Menu** – Displays the Menu (default)

3. Student Details

The student details displayed are based on the chosen menu item: **Eligibility**, **Assessments**, **Assignments**, **Community**, **Course History**, **GPA History**, **Miscellaneous Eligibility**, or **Requests**.

Eligibility

Displays the current status of any Eligibility Rule for the student in context. On the Menu, click **Eligibility**.

The screenshot shows a web application interface for 'Student Eligibility Details'. The breadcrumb trail at the top reads: 'StudentInformation > SIS > Student > Graduation / Eligibility > Student Eligibility Details'. The main heading is 'Eligibility Rule - [redacted]'. Below the heading is a red note: 'This screen allows you to review student eligibility details'. The interface includes a 'Working Schedule' dropdown set to 'Default Schedule' and a 'Result' dropdown set to 'sandy', with a 'Reload Screen' button. A table of filters is shown: 'Std: Areas of Study', 'Sub: Subject Areas', 'Dept: Departments', 'IR: Include requests', 'IC: Include current courses', and 'HS: High School credit courses only'. A horizontal menu contains tabs for 'Eligibility', 'Assessments', 'Assignments', 'Community', 'Crs History', 'GPA History', 'Misc Elig', and 'Requests'. The 'Eligibility' tab is active. Below the menu are several form fields: 'Rule:*' (dropdown), 'Mark Type:*' (dropdown), 'Recalculate:' (checkbox checked), and 'Show Details:' (checkbox checked). Each field has an information icon and a tooltip: 'Choose the rule to run.', 'The mark type to use for current year credits.', 'Check recalculate to refresh the student's values.', and 'Check to show the line item criteria results in the report'. A 'View Eligibility' button is at the bottom left.

- **Rule** (required) – Select an eligibility rule from the drop-down list to run.
- **Mark Type** (required) – Select a mark type from the drop-down list to use for current year credits.

Note: Graduate Requirements Verification only looks at earned manually entered course history.

- **Recalculate** (optional) – Select this check box to refresh the student's values.
- **Show Details** (optional) – Select this check box to show the line item criteria results in the display.
- **View Eligibility** – Click to view the student's selected eligibility information

Description	Student	Required	Result
Rule: 2014 & Beyond CORE Requirements			Not Met
Line Item: Fine Arts			Met
Total Core Credits >= 1 CoreStd[FAR] HS	1.00	1.00	Met
Or [Exemption From Fine Arts] = True	True	True	Met
Line Item: Science			-

- Line Items in green indicate that the student has Met that Line Item criteria.

Assessments

Displays the Assessment information for the student in context. On the Menu, click **Assessments**.

[Eligibility](#)
[Assessments](#)
[Assignments](#)
[Community](#)
[Crs History](#)
[GPA History](#)
[Misc Elig](#)
[Requests](#)

Test Type: - All -
View Assessments

- Test Type** (required) – Select **–All–** or a specific Test Type to display.
- View Assessments** – Click to view the student’s selected Assessment information

Testing Date	Test	Part	Test Type	Raw Score	Scaled Score	Reported Score	Passing	Building IRN
03/2014	OGT	MATH	STR	390	456.00	456	✓	042218
03/2014	OGT	READ	STR	330	430.00	430	✓	042218
03/2014	OGT	SCI	STR	320	428.00	428	✓	042218
03/2014	OGT	SSC	STR	325	426.00	426	✓	042218
03/2014	OGT	WRI	STR	380	445.00	445	✓	042218

Assignments

Displays the Course Section Assignments and credit information for the student in context. On the Menu, click **Assignments**.

[Eligibility](#)
[Assessments](#)
[Assignments](#)
[Community](#)
[Crs History](#)
[GPA History](#)
[Misc Elig](#)
[Requests](#)

Area of Study: Subject Area: Department:
 Show assignments with these statuses: Show assignments with these attributes:

- Show All -
- Show All -
- Show All -
 Assigned
 Dropped
 In Crs Hist Only
 HS Cred Only

Removed
 In Grad/Elig Only

View Assignments

- **Area of Study** (optional) – Select **–Show All–** or a specific course **Area of Study** by which to filter.
- **Subject Area** (optional) – Select **–Show All–** or a specific course **Subject Area** by which to filter.
- **Department** (optional) – Select **–Show All–** or a specific course **Department** by which to filter.
- **Show assignments with these statuses** (optional) – Select the **Assigned, Dropped,** and/or **Removed** check boxes to filter by those specific course section assignment statuses.
- **Show assignments with these attributes** (optional) – Select the **In Crs Hist Only, HS Cred Only,** and/or **In Grad/Elig Only** check boxes to filter by those specific attributes.
- **View Assignments** – Click to view the student’s selected Course Section Assignments information.

Eligibility Assessments Assignments Community Crs History GPA History Misc Elig Requests													
Total Assigned Course Credits:6.50				Total Earned Course Credits:6.50				Total Credits Remaining To Be Earned:0.00					
Code	Course	Area Std	Subj Area	Dept	Crs Term	In Crs Hist	HS Cred	In Grad/Elig	Status	Start Date	End Date	Crs Credits	Earned Credits
153	Newspaper II	ENG	MED	150	All Year	✓	✓	✓	Assigned	Aug 17, 2015		1.00	1.00
114	Lit for College	ENG	ENG	100	1st Semester Only	✓	✓	✓	Assigned	Aug 17, 2015		0.50	0.50
107	Adv Comp	ENG	ENG	100	2nd Semester Only	✓	✓	✓	Assigned	Jan 04, 2016		0.50	0.50
704	String Orchestr	FA		700	All Year	✓	✓	✓	Assigned	Aug 17, 2015		1.00	1.00
317	Hum Anat/Phys I	SCI	BIO	300	1st Semester Only	✓	✓	✓	Assigned	Aug 17, 2015		0.50	0.50
318	Hum Ana/Phys II	SCI	BIO	300	2nd Semester Only	✓	✓	✓	Assigned	Jan 04, 2016		0.50	0.50
210	AP Calc AB	MTH	MTH	200	All Year	✓	✓	✓	Assigned	Aug 17, 2015		1.00	1.00
320	Physics CP	SCI	GS	300	All Year	✓	✓	✓	Assigned	Aug 17, 2015		1.00	1.00
430	Fin Literacy	BUS	CE	540	2nd Semester Only	✓	✓	✓	Assigned	Jan 04, 2016		0.50	0.50

Community Service

Displays the Community Service Hours for this student in context. On the Menu, click **Community**.

Eligibility Assessments Assignments Community Crs History GPA History Misc Elig Requests				
Refresh Community Service				
School Year	Date Served	Description	In Grad.	Hours
2015 - 2016			(3.00)	3.00
2015-2016	09/23/2015	Pick up trash in park	✓	3.00

- **Refresh Community Service** – Click to refresh the community service grid and display the latest information.

Course History

Displays the **Course History** and credit information for the student in context. On the Menu, click **Crs. History**.

[Eligibility](#) [Assessments](#) [Assignments](#) [Community](#) [Crs History](#) [GPA History](#) [Misc Elig](#) [Requests](#)

Area of Study: **Subject Area:** **Department:** **Credit Type:** **In Crs Hist Only** **HS Credit Only** **In Grad/Elig Only**

- Show All - ▾
 - Show All - ▾
 - Show All - ▾
 *

View Course History

- **Area of Study** (optional) – Select **–Show All–** or a specific course **Area of Study** by which to filter.
- **Subject Area** (optional) – Select **–Show All–** or a specific course **Subject Area** by which to filter.
- **Department** (optional) – Select **–Show All–** or a specific course **Department** by which to filter.
- **Credit Type** (required) – Select **–Show All–** or a specific **Credit Type** by which to filter.
- **In Crs Hist Only** (optional) – Select this check box to filter the student’s course history for courses with **Is In Update History** selected.
- **HS Credit Only** (optional) – Select this check box to filter the student’s course history for courses with **Is High School Credit** selected.
- **In Grad/Elig Only** (optional) – Select this check box to filter the student’s course history for courses with **In Graduation / Eligibility** selected.
- **View Course History** – Click to view the student’s selected Course History information.

Total Credit Earned:29.00														
School	School Year	Code	Course	Area Std	Subj Area	Dept	Rpt Term	Mark Type	Mark	In Crs Hist	HS Cred	In Grad/Elig	Attempted	Earned
	2015-2016	107	Adv Comp	ENG	ENG	100	FIN	Final	B	✓	✓	✓	0.50	0.50
	2015-2016	114	Lit for College	ENG	ENG	100	FIN	Final	A-	✓	✓	✓	0.50	0.50
	2015-2016	153	Newspaper II	ENG	MED	150	FIN	Final	A	✓	✓	✓	1.00	1.00

GPA History

Displays the GPA History information for the student in context. On the Menu, click **GPA History**.

[Eligibility](#) [Assessments](#) [Assignments](#) [Community](#) [Crts History](#) **[GPA History](#)** [Misc Elig](#) [Requests](#)

GPA Set: View GPA History

- **GPA Set** (required) – Select the specific school year and GPA Set by which to filter.
- **View GPA History** – Click to view the student’s selected GPA History information.

GPA Set		Formula		Reporting Terms		Mark Credit Types		Add-On		Difficulty Points		Prev. Years	
Current Year Final GPA		Standard GPA Calculation (Alpha)		FIN		Earned							

Calculation		Date		Points		Credits		GPA	
GPA based on current GPA configuration		09/7/2016 2:38 PM		22.300		6.500		3.431	

Course			Mark				Calculation Values								
Year	Code	Abbr	Term	Include In Total Credits	Include In GPA	Is HS Credit	Type	Mark	Crds Type	Is Earned	In GPA	Pt Val	Crds Att	Crds Earn	Crds Crd
2015-2016	107	107	SEM2	✓	✓	✓	Final	B	Earned	✓	✓	3.000	.500	.500	.500
2015-2016	114	114	SEM1	✓	✓	✓	Final	A-	Earned	✓	✓	3.700	.500	.500	.500
2015-2016	153	153	ALYR	✓	✓	✓	Final	A	Earned	✓	✓	4.000	1.000	1.000	1.000
2015-2016	210	210	ALYR	✓	✓	✓	Final	C+	Earned	✓	✓	2.300	1.000	1.000	1.000
2015-2016	317	317	SEM1	✓	✓	✓	Final	A-	Earned	✓	✓	3.700	.500	.500	.500
2015-2016	318	318	SEM2	✓	✓	✓	Final	B+	Earned	✓	✓	3.300	.500	.500	.500
2015-2016	320	320	ALYR	✓	✓	✓	Final	B+	Earned	✓	✓	3.300	1.000	1.000	1.000
2015-2016	430	430	SEM2	✓	✓	✓	Final	A-	Earned	✓	✓	3.700	.500	.500	.500
2015-2016	704	704	ALYR	✓	✓	✓	Final	A	Earned	✓	✓	4.000	1.000	1.000	1.000

Miscellaneous Eligibility

Displays the Miscellaneous Eligibility rules and values for the student in context. On the Menu, click **Misc. Elig.**

Code	Name	Value
Couns	Counselor Discussion	True
MDItem	Misc District Item	4

- **Refresh Miscellaneous Eligibility Data** – Click to refresh the miscellaneous eligibility data and display the latest information.

Requests

Displays the Course Requests and credit information for the student in context. On the Menu, click **Requests**.

Area of Study: Subject Area: Department:

Include Current Year Include Future Years

- **Area of Study** (optional) – Select **–Show All–** or a specific course **Area of Study** by which to filter.
- **Subject Area** (optional) – Select **–Show All–** or a specific course **Subject Area** by which to filter.
- **Department** (optional) – Select **–Show All–** or a specific course **Department** by which to filter.
- **Include Current Year** (optional) – Select this check box to include requests from the current year.
- **Include Future Years** (optional) – Select this check box to include requests from future years.
- **View Requests** – Click to view the student’s selected Course Requests information.

Requested Credits:6.50

SchoolYear	Code	Course	Priority	Request Status	Area Std	Subj Area	Dept	In Crs Hist	HS Cred	In Grad/Elig	Assigned Section	Course Credits
2015-2016	107	Adv Comp	5	Approved	ENG	ENG	100	✓	✓	✓	2	0.50
2015-2016	114	Lit for College	5	Approved	ENG	ENG	100	✓	✓	✓	2	0.50
2015-2016	153	Newspaper II	3	Approved	ENG	MED	150	✓	✓	✓	1	1.00
2015-2016	210	AP Calc AB	9	Approved	MTH	MTH	200	✓	✓	✓	2	1.00
2015-2016	317	Hum Anat/Phys I	6	Approved	SCI	BIO	300	✓	✓	✓	2	0.50
2015-2016	318	Hum Ana/Phys II	6	Approved	SCI	BIO	300	✓	✓	✓	1	0.50
2015-2016	320	Physics CP	8	Approved	SCI	GS	300	✓	✓	✓	3	1.00
2015-2016	430	Fin Literacy	5	Approved	BUS	CE	540	✓	✓	✓	2	0.50
2015-2016	704	String Orchestr	9	Approved	FA		700	✓	✓	✓	1	1.00

Eligibility Report (R208)

Navigation: StudentInformation – SIS – Graduation / Eligibility – Eligibility Report (R208)

StudentInformation > SIS > Graduation / Eligibility > Eligibility Report (R208)

Eligibility Report (R208)

From this screen users can submit an Eligibility Report job.

Selection Criteria Selection Summary Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: Public And Private

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Student Ids (comma separated):

Graduation Years (comma separated):

Eligibility: Eligible Ineligible Both

Home school IRN:

Counselor

Program

Student Status

Current Grade

Team

Membership Group

Membership

Special Education Services

215001 - Adapted Physical Education St ^
 215002 - Aide Services
 215003 - Attendant Services
 215004 - Audiological Services

Disability Condition

** - Not Applicable
 01 - Multiple Disabilities (other than Dea
 02 - Deaf-Blindness
 03 - Deafness (Hearing Impairments)

Rule Options: **Primary Rule** **Secondary Rule** ⓘ Select any combination of rules to view.

Choose rule

Chosen Rule:*

Schedule Result:* ⓘ Choose this school year's schedule result set to be used in total credit and required course determination. Past school years will use the finalized schedule result set.

Recalculate: ⓘ Check recalculate to refresh the student's values (slower) or Uncheck recalculate to view the student's cached values (faster).

Show Details: ⓘ Check to show the line item criteria results in the report. Uncheck to view only line item results.

Mark Type:* ⓘ Choose the mark type to use in current year's total credits calculation.

Show Counselor **Show GPA** **Show Class Rank**

Sorting Options

Student Name (ASC)
 Student Name (DESC)
 Student Number (ASC)
 Student Number (DESC)


Delivery Method:

Email Address:

Report Format:

Description:

- **Ad-Hoc Membership** (optional) – Select an Ad-Hoc Membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public And Private** check box to see memberships created by other users in your drop-down list
- **Student Ids** (optional) – Enter specific student IDs if you wish to run the report for only a specific set of students. Multiple student IDs are comma separated
- **Graduation Years** (optional) – Enter any graduation years you wish to specifically include in the report (separated by commas). Leaving this blank includes all graduation years. This refers to the **Graduation Year** on the **Edit Student Profile** screen **Additional** tab. If the **Graduation Year** on the **Additional** tab is not used or updated, you should leave the **Graduation Years** filter blank
- **Eligibility** (required) – Select students who are eligible, ineligible, or both for the selected eligibility rules

- **Home School IRN** (optional) – Enter an IRN if you wish to filter by the student’s **Home School IRN** (on the **Edit Student Profile** screen **General** tab. Click  to go to the ODE IRN Search Page
- **Counselor** (optional) – If no counselors are selected, the report selects all counselors. You can also filter by selecting specific counselors for your report
- **Program** (optional) – If no programs are selected, the report selects all programs. You can also filter by selecting specific programs for your report
- **Student Status** (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report
- **Current Grade** (optional) – If no current grades are selected, the report selects all current grades. You can also filter by selecting specific current grades for your report
- **Team** (optional) – If no teams are selected, the report selects all teams. You can also filter by selecting specific teams for your report
- **Membership Group** (optional) – If no membership groups are selected, the report selects all membership groups. You can also filter by selecting specific membership groups for your report
- **Membership** (optional) – If no memberships are selected, the report selects all memberships. You can also filter by selecting specific memberships for your report
- **Special Education Services** (optional) – Select special education services to return students who are assigned those services on the report. If no special education services are selected, the report returns students assigned to all services. This multi-select list contains the 215xxx codes and refers to the records entered for a student on the **Special Education** screen **Services** tab

*Note: The **Special Education Services** multi-select list only displays if FY13 and forward is in context. In prior years, the special education services are entered on the **Edit Student Memberships** screen and are selected for this report in the **Membership Code** list.*

- **Disability Condition** (optional) – If no disability conditions are selected, the report selects all disability conditions. You can also filter by selecting specific disability conditions for your report
- **Rule Options** – Select the **Primary Rule** or **Secondary Rule** check box to run the report for the primary and/or secondary rules for the included students, and/or select the **Choose Rule** check box to select a rule (see **Chosen Rule**)
- **Chosen Rule** – If you select the **Choose Rule** check box in **Rule Options**, select a rule from the drop-down list. The report runs for the selected rule for all included students
- **Schedule Result** (required) – Select this school year’s schedule result set to be used in total credit and required course determination. Past school years use the finalized schedule result set
- **Recalculate** (optional) – Select this check box to refresh the student’s values (slower) or de-select this check box to view the student’s cached values (faster)
- **Show Details** (optional) – Select this check box to show the line item criteria results in the report. De-select this check box to view only line item results
- **Mark Type** (required) – Select the mark type to use in the current year’s total credits calculation

- **Show Counselor** (optional) – Select this check box to display the student’s counselor on the report. De-select this check box to not display the student’s counselor on the report
- **Show GPA** (optional) – Select this check box to display student GPAs on the report. If you select this check box, you must select a **GPA Set** from the drop-down list that displays beside this option
- **Show Class Rank** – Select this check box to display student class rank on the report (only available if the **Show GPA** check box is selected and a **GPA Set** is selected from the drop-down list)
- **Sorting Options** (optional) – Select one or more sort options for your report
- **Delivery Method** (required) – See the Batch/Report Management documentation for further details
- **Email Address** (auto populated from your StudentInformation profile)
- **Description** (optional) – If entered, displays on the **Batch/Report Management** screen
- **Submit** – Submits this report to the Batch/Report Management application. See the Batch/Report Management documentation for further details

Eligibility Report

Report: R208 Printed Wed, Mar 26, 2008, 10:32 AM								High School Eligibility Report	
Id	Student Name Program	Counselor Team	Sex	Status	Grad Year Home School IRN	Grade	GPA	Rank	Birth
9300	ANDREW Student49561 ** - Not applicable	ALLEN Teacher1319	M	A		12	3.2220		11/12/1989
Description						Student Value	Required Value	Result	
to Grad - Requirements to graduate								Unmet	
Total credit needed to graduate								Met	
Total Credits >= 20 IC HS						23.50	20.00	Met	
And GPA [CUM] >= 2.0						3.22	2.00	Met	
Math courses needed to graduate								Met	
Course [ALGEBRA I] required. IC						1015	1015	Met	
And Course [ACC GEOMETRY] required. IC						1027	1027	Met	
And Course [ALGEBRA 2] required. IC						1035	1035	Met	
Foreign Language								Met	
Course [SPANISH I] required. IC						612	612	Met	
And Course [SPANISH II] required. IC						622	622	Met	
Misc Courses								Met	
Course [KEYBOARDING] required. IC						300	300	Met	
Or (Course [MIXED CHORUS] required. IC						1120	1120	Met	
Or Course [CHAMBER CHOIR] required.)						1130	1130	Met	
And Course [AP PSYCHOLOGY] required. IC						1350	1350	Met	
PE / Health								Met	

Eligibility Report – Summary Section

Summary		
Rule	Eligible	Ineligible
to Grad - Requirements to graduate	0	15

Eligibility Letters

Navigation: StudentInformation – SIS – Graduation / Eligibility – Eligibility Letters

StudentInformation > SIS > Graduation / Eligibility > Eligibility Letters

Eligibility Letters

From this screen users can submit an Eligibility Letters job.

Selection Criteria Selection Summary Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: Public And Private

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Rule Options: Primary Rule Secondary Rule Choose rule ℹ Select any combination of rules to view.

Chosen Rule:

Schedule Result: ℹ Choose this school year's schedule result set to be used in total credit and required course determination. Past school years will use the finalized schedule result set.

Recalculate: ℹ Check recalculate to refresh the student's values (slower) or Uncheck recalculate to view the student's cached values (faster).

Mark Type: ℹ Choose the mark type to use in current year's total credits calculation.

Student Ids (comma separated):

Graduation Years (comma separated):

Counselor

Current Grade

9 - 9th Grade
10 - 10th Grade
11 - 11th Grade
12 - 12th Grade

Student Status

A - ACTIVE RES
D - DELETED
I - INACTIVE
J - JVS RES

Homeroom

DOHS100 - Hayes (Full Year)
DOHS101 - Myers (Full Year)
DOHS102 - Ford (Full Year)
DOHS103 - Hamilton (Full Year)

Homeroom Date:

Eligibility: Eligible Ineligible Both

Print School Address on Letter: Yes No

Print Address On Letter: Yes No

Sorting Options

Counselor (ASC)
Counselor (DESC)
Homeroom (ASC)
Homeroom (DESC)

Output: Report Labels Both Report and Labels

Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns

Address: Use Student Address Use Parent Address

Use custom address text

Include Copied On Correspondence: Yes No

Delivery Method: Pickup

Email Address: Master1@SADoc.edu

Description:

- **Ad-Hoc Membership** (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public And Private** check box to see the memberships created by other users in your drop-down list
- **Rule Options** – Select the **Primary Rule** or **Secondary Rule** check box to run the report for the primary and/or secondary rules for the included students, and/or select the **Choose Rule** check box to select a rule (see **Chosen Rule**)
- **Chosen Rule** – If you select the **Choose Rule** check box in **Rule Options**, select a rule from the drop-down list. The report runs for the selected rule for all included students
- **Schedule Result** (required) – Select this school year’s schedule result set to be used in total credit and required course determination. Past school years use the finalized schedule result set
- **Recalculate** (optional) – Select this check box to refresh the student’s values (slower) or de-select this check box to view the student’s cached values (faster)
- **Mark Type** (required) – Select the mark type to use in the current year’s total credits calculation
- **Student Ids** (optional) – Enter specific student IDs if you wish to run the report for only a specific set of students. Multiple student IDs are comma-separated
- **Graduation Years** (optional) – Enter any graduation years you wish to specifically include in the report (separated by commas). Leaving this blank includes all graduation years. This refers to the **Graduation Year** field on the **Edit Student Profile** screen **Additional** tab. If the **Graduation Year** on the **Additional** tab is not used or updated, you should leave the **Graduate Years** filter blank
- **Counselor** (optional) – If no counselors are selected, the report selects all counselors. You can also filter by selecting specific counselors for your report
- **Current Grade** (optional) – If no current grades are selected, the report selects all current grades. You can also filter by selecting specific current grades for your report
- **Student Status** (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report

- **Homeroom** (optional) – If no homerooms are selected, the report selects all homerooms. You can also filter by selecting specific homerooms for your report
- **Homeroom Date** (optional) – Specify the date used to retrieve students' homerooms
- **Eligibility** (required) – Select students who are eligible, ineligible, or both for the selected eligibility rules
- **Print School Address on Letter** (required) – Select **Yes** to print the school address on the Eligibility Letter
- **Print Address on Letter** (required) – Select **Yes** to print the student addresses on the Eligibility Letter
- **Sorting Options** (optional) – Select one or more sort options for your report
- **Output** (optional) – Select **Report, Labels**, or both **Report and Labels** for the intended output for this run of the report. If labels are chosen, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page

For Adobe 9:

- Page Scaling = None
- Auto Rotate and Center = Unchecked.

For Adobe 10:

- Size Options = Actual Size
- Orientation = Portrait.

Note: *If you are using Firefox, you must change a setting before printing labels. In Firefox, go to Options. On the Applications window under Content Type, locate Portable Document Format (PDF). In the Action column of that row, change the selection from Preview in Firefox to an Adobe option (such as Use Adobe Acrobat).*

- **Label Type** (optional) – Choose one label type from the drop-down list of commonly used (preformatted) labels if you are choosing to print labels at this time. The report containing labels is formatted to match the selection
- **Address** (optional) – Indicate which address should be used if labels are created in the output. The options are: **Use Student Address** or **Use Parent Address**
- **Use Custom Address Text** (optional) – If you select this check box, the custom text entered in the text field prints at the top of each address field on the report
- **Include Copied on Correspondence** – Select **Yes** to include address labels for contacts marked as **Copied on Correspondence** when creating labels. Select **No** to not include address labels for contacts marked as **Copied on Correspondence**
- **Delivery Method** (required) – See the Batch/Report Management documentation for further details
- **Email Address** (auto populated from your StudentInformation profile)
- **Description** (optional) – If entered, displays on the **Batch/Report Management** screen

Eligibility Letters

- **Submit** – Submits this report to the Batch/Report Management application. See the Batch/Report Management documentation for further details

High School
645 S Main
Lima OH, 45806
(419) 555-1212

To the Parent/Guardian of:
ANDREW Student49561
645 S Main St
Lima, OH 45804-1241

Wednesday, March 26, 2008

Homeroom:
Counselor: ALLEN Teacher1319

ANDREW Student49561 has been assessed to see if he or she meets the requirements to be eligible to graduate.

to Grad - Requirements to Unmet
graduate

ANDREW Student49561 is not eligible to graduate