



ASCENDER Graduation Plan

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ASCENDER Graduation Plan - Create & Assign Graduation Plans, Course Requests, & PGPs

The Graduation Plan application allows you to create graduation plans and add courses to the plans. Once created, the plans can be assigned to students, and course requests can be created. You can also create Personal Graduation Plans.

Prerequisites

- This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the [ASCENDER Student Overview guide](#).
- Staff working with student graduation plans should be knowledgeable about HB5. See the [TEA House Bill 5: Foundation High School Program](#) page for more information.

I. Create Graduation Plans

- [Set up district-level graduation plans.](#)

[Graduation Plan](#) > [Maintenance](#) > [District](#) > [Tables](#) > [Graduation Plans](#)

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

Existing graduation plans are displayed.

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

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

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

Press TAB to add a new row to the grid.

Click **Save**.

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

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



Delete a graduation plan.

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

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

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

- [Add requirements for each graduation plan.](#)

[Graduation Plan > Maintenance > District > Graduation Requirements](#)

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

[Notes about course placement](#)

The program determines which subject areas to place courses under based on the following fields. If the information is not found in the first table, the program goes to the next:

- For the current and prior years:
 - **Grad Plan Use Cd** on [Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint](#)
 - **Grad Plan Use** on [Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course](#)

- **Grad Plan Use** on [Grade Reporting > Maintenance > Master Schedule > District Schedule](#)
- **AAR Use** on [Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint](#)
- **AAR Use Cd** on [Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section](#)
- **AAR Use** on [Grade Reporting > Maintenance > Master Schedule > District Schedule](#)
- **Service ID** on [Grade Reporting > Maintenance > Master Schedule > District Schedule](#)
- For next year:
 - **Grad Plan Use Cd** on [Scheduling > Maintenance > Student Schedules > Course Requests](#)
 - **Grad Plan Use Cd** on [Scheduling > Maintenance > Master Schedule > Campus > Sections](#)
 - **Grad Plan Use Cd** on [Scheduling > Maintenance > Master Schedule > District > Courses](#)
 - **AAR Use** on [Scheduling > Maintenance > Master Schedule > Campus > Sections](#)
 - **AAR Use** on [Scheduling > Maintenance > Master Schedule > District > Courses](#)
 - **Service ID** on [Scheduling > Maintenance > Master Schedule > District > Courses](#)

Local service IDs will be accepted in the student's graduation plan.

NOTE: The first five digits must match the service ID in the district course table.

Graduation Plans	Select a graduation plan. The list is established on Maintenance > District > Tables > Graduation Plans .
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Click **Retrieve**.

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

A tab is displayed for each subject.

Click the tab for the subject you want to update.

(search)	<p>Search the current year Scheduling master schedule for the course(s) you want to add as course requirements for the selected graduation plan and subject. The selected courses will determine what a student will be able to request in ASCENDER StudentPortal.</p> <ol style="list-style-type: none"> 1. Select the field by which you want to search for courses. You can search by course number, title, service ID, or service ID type. (Service ID type is the four-character code associated with the service ID.) 2. In the search field, type all or part of the search phrase. 3. Click Retrieve. <p>Courses that <i>begin with</i> the characters or numbers you typed are listed in the left grid.</p>
Total Subject Credits Required	<p>The total number of credits required for each subject for the specified plan is displayed. Update as needed.</p>
Scheduling District Courses (left grid)	<p>The search retrieves only graded high-school-level courses from the Scheduling master schedule (i.e., courses for which Credit Level is H on Scheduling > Maintenance > Master Schedule > District > Courses, and Graded Crs is selected on Grade Reporting > Maintenance > Master Schedule > District Schedule).</p> <p>The local course number, course title, service ID, and credits are displayed for each course.</p> <p>Select the course(s) you want to add as course requirements for the selected graduation plan:</p> <p>Double-click a course in the left grid. Or, drag the course from the left grid to the right grid.</p> <p>The selected courses are displayed in the Grad Plan Courses (right) grid and appear dimmed in the left grid. A course can be added in multiple subjects, but you cannot add the same course for multiple grade levels in the same subject.</p> <p>A course can be used in more than one subject, but it can only be marked as a default course in one of the subjects. For example, CTE Floral Design can be a graduation plan course in CareerTech and in Fine Arts, but it can only be the default in one of the subjects.</p> <p>A course cannot be designated as a default course in multiple subjects. However, a student can always elect to take a course designated for one grade level as part of a different grade level, as long as the student has not already earned credit for the course, or is not currently taking or scheduled to take the course.</p>

<p>Grad Plan Courses (right grid)</p>	<p>Any existing course requirements for the selected graduation plan are displayed.</p> <p>The local course number, course title, and service ID are displayed for each course.</p> <p>The list can be re-sorted. You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.</p> <p>A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.</p> <table border="1" data-bbox="424 591 1473 1505"> <tr> <td data-bbox="424 591 603 667">Credit</td> <td data-bbox="603 591 1473 667">The number of credits that will be awarded to the student who successfully completes the course is displayed.</td> </tr> <tr> <td data-bbox="424 667 603 853">Meets State Req</td> <td data-bbox="603 667 1473 853">Select if the course meets the state requirements for the subject for the plan. A course may meet the requirements even if it is not a default course. For example, English I may be the default course for 9th grade; however, English I - Pre-AP also meets the requirements for the plan.</td> </tr> <tr> <td data-bbox="424 853 603 1106">Default</td> <td data-bbox="603 853 1473 1106"> <p>Select if the course is a default course for the grade level (e.g., English I for 9th grade). The default course will automatically be assigned to the student when the graduation plan is initially assigned, but it can be adjusted as needed.</p> <p>NOTE: You cannot have more total Default courses than the Total Subject Credit Required field indicates.</p> </td> </tr> <tr> <td data-bbox="424 1106 603 1252">Grade Level</td> <td data-bbox="603 1106 1473 1252"> <p>Select the high-school grade level for which you are establishing course and credit requirements within the subject area.</p> <p>The grade level is not required for elective courses; it is required for all other courses.</p> </td> </tr> <tr> <td data-bbox="424 1252 603 1505">Total Subject Default Credits</td> <td data-bbox="603 1252 1473 1505"> <p>A tally of the credits for all courses marked Default for the subject is displayed at the bottom of the grid.</p> <p>The number may not match the number of credits required for the subject.</p> <p>The total is for the subject, not the grade level.</p> </td> </tr> </table> <p> Remove a course from the course requirements for the graduation plan and grade level.</p> <ol style="list-style-type: none"> Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). You cannot remove a course that has been assigned to a student's graduation plan. The course must first be removed from the student's plan.</p> <p>NOTE: The Grad Plan Course Change utility also deletes the course from the district and any associated student graduation plans.</p>	Credit	The number of credits that will be awarded to the student who successfully completes the course is displayed.	Meets State Req	Select if the course meets the state requirements for the subject for the plan. A course may meet the requirements even if it is not a default course. For example, English I may be the default course for 9th grade; however, English I - Pre-AP also meets the requirements for the plan.	Default	<p>Select if the course is a default course for the grade level (e.g., English I for 9th grade). The default course will automatically be assigned to the student when the graduation plan is initially assigned, but it can be adjusted as needed.</p> <p>NOTE: You cannot have more total Default courses than the Total Subject Credit Required field indicates.</p>	Grade Level	<p>Select the high-school grade level for which you are establishing course and credit requirements within the subject area.</p> <p>The grade level is not required for elective courses; it is required for all other courses.</p>	Total Subject Default Credits	<p>A tally of the credits for all courses marked Default for the subject is displayed at the bottom of the grid.</p> <p>The number may not match the number of credits required for the subject.</p> <p>The total is for the subject, not the grade level.</p>
Credit	The number of credits that will be awarded to the student who successfully completes the course is displayed.										
Meets State Req	Select if the course meets the state requirements for the subject for the plan. A course may meet the requirements even if it is not a default course. For example, English I may be the default course for 9th grade; however, English I - Pre-AP also meets the requirements for the plan.										
Default	<p>Select if the course is a default course for the grade level (e.g., English I for 9th grade). The default course will automatically be assigned to the student when the graduation plan is initially assigned, but it can be adjusted as needed.</p> <p>NOTE: You cannot have more total Default courses than the Total Subject Credit Required field indicates.</p>										
Grade Level	<p>Select the high-school grade level for which you are establishing course and credit requirements within the subject area.</p> <p>The grade level is not required for elective courses; it is required for all other courses.</p>										
Total Subject Default Credits	<p>A tally of the credits for all courses marked Default for the subject is displayed at the bottom of the grid.</p> <p>The number may not match the number of credits required for the subject.</p> <p>The total is for the subject, not the grade level.</p>										

Click **Save**.

II. Assign Graduation Plans

Three options:

- [A. Assign a graduation plan to an individual student using the utility.](#)

[Graduation Plan > Utilities > Grad Plan Assignment > By Individual](#)

This utility assigns or changes the graduation plan for individual students, and updates the student's **Graduation Type** field on [Registration > Maintenance > Student Enrollment > Graduation](#). When a student's plan is changed, the credit summary and credit detail calculations are compared against the district-level graduation plan requirements for the new graduation plan.

- No graduation plan courses are added, changed, or deleted for students who currently have a graduation plan assigned.
- No default courses for previous grade levels are assigned to the student. Default courses are only added if they are offered at the campus and not already in progress or requested by the student.
- Graduation plan courses in progress, requested/scheduled, or completed are not assigned.
- If a student has at least one scheduling record, graduation plan courses for the scheduling grade level are not assigned.
- When you change a student's graduation plan, the course subject areas (i.e., grad plan use codes) are automatically reassigned in the student's graduation plan. Any courses the student has already taken, is currently taking, or is scheduled to take next year will have the grad plan use code adjusted if necessary so courses appear under the correct subject area on the graduation plan. (**NOTE:** If a course is already set to at least one applicable subject area in the new graduation plan, the course's subject area will not be changed.)

Grad Plan	Select the graduation plan you want to assign to one or more students. The description of the plan and the PEIMS graduation type description are displayed.
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Click **+Add** to add a student.

A blank row is added to the grid.

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

Current Grad Plan	If a graduation plan is currently assigned to the student, the code for the plan is displayed.
Status	The field indicates if the student is active or withdrawn.
	Remove a student from the list.

Click **Execute**.

You are prompted to confirm that you wish to continue. Click **OK**.

The Grad Plan Assignment Summary report opens, which provides a list of graduation plan changes and default assignments that occurred as a result of assigning a graduation plan to the student(s) for the first time.

Report data:

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

If any courses were added, they are listed, including the course number, course title, credits, and service ID. Otherwise, assignment exceptions will indicate why courses were not added.

If a course is already set to at least one applicable subject area in the new graduation plan, the course's subject area will not be changed.

[View, print, or save the report.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.)
When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

- [B. Assign graduation plans to a group of students using the utility.](#)

[Graduation Plan > Utilities > Grad Plan Assignment > By Group](#)

This utility assigns or changes the graduation plan for a group of students by grade level, and updates each student's **Graduation Type** field on [Registration > Maintenance > Student Enrollment > Demo3](#). From the group, you can select to assign the plan to all or some students. When a student's plan is changed, the credit summary and credit detail calculations are compared against the district-level graduation plan requirements for the new graduation plan.

- No graduation plan courses are added, changed, or deleted for students who currently have a graduation plan assigned.
- No default courses for previous grade levels are assigned to the student. Default courses are only added if they are offered at the campus and not already in progress or requested by the student.
- Graduation plan courses in progress, requested/scheduled, or completed are not assigned.
- If a student has at least one scheduling record, graduation plan courses for the scheduling grade level are not assigned.
- When you change a student's graduation plan, the course subject areas (i.e., grad plan use codes) are automatically reassigned in the student's graduation plan. Any courses the student has already taken, is currently taking, or is scheduled to take next year will have the grad plan use code adjusted if necessary so courses appear under the correct subject area on the graduation plan. (**NOTE:** If a course is already set to at least one applicable subject area in the new graduation plan, the course's subject area will not be changed.)

Grad Plan	Select the graduation plan you want to assign to one or more students. The description of the plan and the PEIMS graduation type description are displayed. This the plan <i>to which</i> you are changing students.
Grade Level	Select the current year grade level of the students to whom you are assigning the graduation plan.

Grad Plan	Select the graduation plan <i>currently assigned</i> to the students. <i>No Plan</i> - Retrieve only students who have a blank graduation plan field. <i>All Students</i> - Retrieve all students.
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Click **Retrieve**.

The student's name and grade level are displayed.

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

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

Select the students to whom you want to assign the new graduation plan.

Or, select **Select All** to select all students (across all pages, if multiple pages of students exist).

Click **Execute**.

You are prompted to confirm that you wish to continue. Click **OK**.

The Grad Plan Assignment Summary report opens, which provides a list of graduation plan changes and default assignments that occurred as a result of assigning a graduation plan to the student(s) for the first time.

Report data:

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

If any courses were added, they are listed, including the course number, course title, credits, and service ID. Otherwise, assignment exceptions will indicate why courses were not added.

If a course is already set to at least one applicable subject area in the new graduation plan, the course's subject area will not be changed.

[View, print, or save the report.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

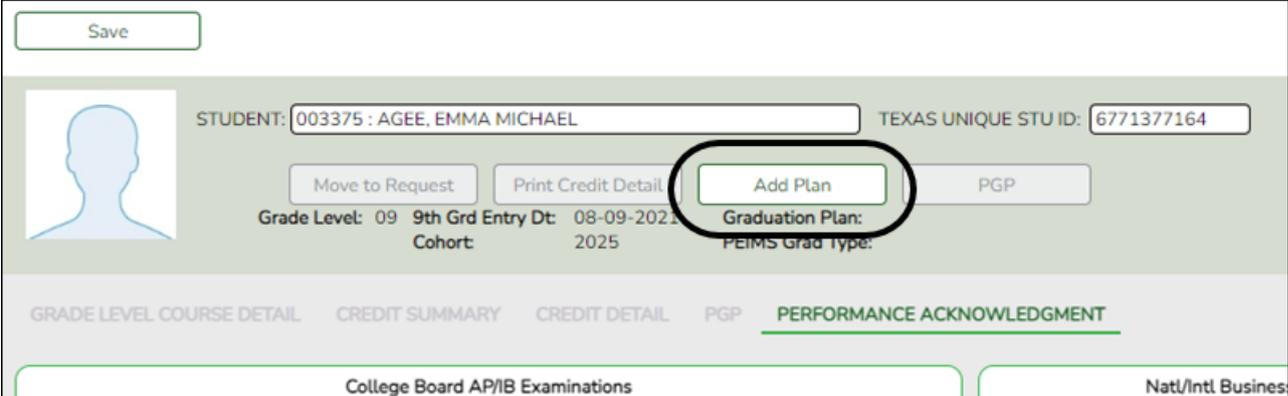
Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.)
When a report is exported to the CSV format, the report headers may not be included.

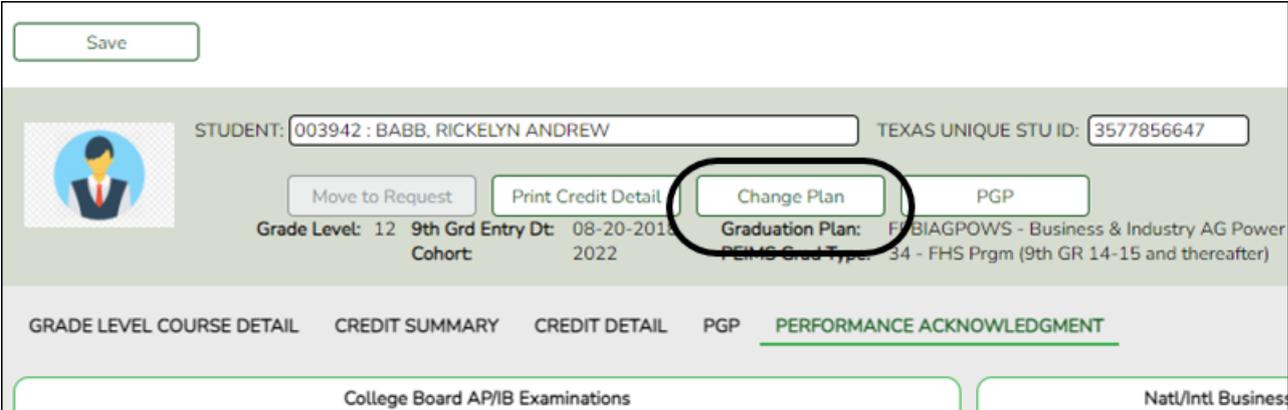
Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

- C. Assign a graduation plan manually to an individual student.

[Graduation Plan > Maintenance > Student > Individual Maintenance](#)



The screenshot shows the 'Individual Maintenance' page for a student. At the top left is a 'Save' button. Below it is a student profile icon. To the right of the icon, the student information is displayed: STUDENT: 003375 : AGEE, EMMA MICHAEL and TEXAS UNIQUE STU ID: 6771377164. Below this information are four buttons: 'Move to Request', 'Print Credit Detail', 'Add Plan' (circled in black), and 'PGP'. Underneath the buttons, the student's details are shown: Grade Level: 09, 9th Grd Entry Dt: 08-09-2021, Cohort: 2025, Graduation Plan: PEIMS Grad Type: (blank). At the bottom, there are two tabs: 'College Board AP/IB Examinations' and 'Nat/Intl Business'.



The screenshot shows the 'Individual Maintenance' page for a different student. At the top left is a 'Save' button. Below it is a student profile icon. To the right of the icon, the student information is displayed: STUDENT: 003942 : BABB, RICKELYN ANDREW and TEXAS UNIQUE STU ID: 3577856647. Below this information are four buttons: 'Move to Request', 'Print Credit Detail', 'Change Plan' (circled in black), and 'PGP'. Underneath the buttons, the student's details are shown: Grade Level: 12, 9th Grd Entry Dt: 08-20-2018, Cohort: 2022, Graduation Plan: FHS BIAGPOWS - Business & Industry AG Power, PEIMS Grad Type: 34 - FHS Prgm (9th GR 14-15 and thereafter). At the bottom, there are two tabs: 'College Board AP/IB Examinations' and 'Nat/Intl Business'.

Select a student

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

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	<p>Click to select a student from the Directory.</p>
(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

The student's name, current grade level, 9th grade entry date, and cohort year are displayed.

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

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

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

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

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

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

The Grad Plan Assignment Summary report opens in a new window, which provides a list of graduation plan changes and default assignments that occurred as a result of assigning a graduation plan to the student(s) for the first time.

- The **Previous Grad Plan** field displays the code for the previous graduation plan, if it exists. Otherwise, the field displays “none.”
- The **New Grad Plan** field displays the code for the new graduation plan.
- If any courses were added, they are listed, including the course number, course title, credits, and service ID. Otherwise, assignment exceptions will indicate why courses were not added.
- When you change a student's graduation plan, the course subject areas (i.e., grad plan use codes) are automatically reassigned in the student's graduation plan. Any courses the student has already taken, is currently taking, or is scheduled to take next year will have the grad plan use code adjusted if necessary so courses appear under the correct subject area on the graduation plan. (**NOTE:** If a course is already set to at least one applicable subject area in the new graduation plan, the course's subject area will not be changed.)

[View, print, or save the report.](#)

Review the report using the following buttons:

- Click  to go to the first page of the report.
- Click  to go back one page.
- Click  to go forward one page.
- Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

- Click  to save and print the report in PDF format.
- Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
- Click  to close the report window. Some reports may have a **Close Report, Exit, or Cancel** button instead.

NOTE:

- Graduation plan courses in progress, requested/scheduled, or completed are not assigned.
- If a student has at least one scheduling record, graduation plan courses for the scheduling grade level are not assigned.

III. View/Update/Delete a Student's Graduation Plan

View/Print

- [View summary information about a student's credits.](#)

[Graduation Plan](#) > [Maintenance](#) > [Student](#) > [Individual Maintenance](#) > [Credit Summary](#)

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

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

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

[Select a student](#)

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

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	<p>Click to select a student from the Directory.</p>
(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

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

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

Subject Area	The subjects covered by the graduation plan assigned to the student are listed.
Credits Needed	The total number of credits required for the subject area is displayed. This is the total for the plan, not the grade level.

Credits Earned	The number of credits earned by the student in the subject to date is displayed. This covers all grade levels, not just the current grade level. To avoid duplication, a course marked as a transfer on the Crs Assign tab in Grade Reporting will not be considered for credits earned if the same course already appears as a non-transfer course taken on a different campus for the same school year and semester with the same semester grade, final grade, and credit awarded.
Credits in Progress	The number of credits the student will earn in the subject if he successfully completes the courses in which he is currently enrolled is displayed. The student's current working final average is not taken into consideration.
Credits Scheduled/Requested	The number of credits the student has scheduled or requested for the upcoming school year is displayed. These courses have not yet been attempted.
Remaining Plan Credits	The number of credits included in future years of the student's graduation plan is displayed. This number takes into account any scheduled credits for the upcoming school year. For example, a 10th grade student who has successfully taken English I and English II in 9th and 10th grades respectively, and has scheduled English III for 11th grade, will have one remaining plan credit for English IV.
Credits Lacking	This field takes into account the credits earned, in progress, and scheduled/requested, and remaining plan credits, and compares them to the credits required for the plan. Any difference is indicated. If all required credits have been accounted for in the subject area, a zero is displayed. Otherwise, the number is displayed and highlighted in red.
Total	The total is displayed at the bottom of each column.

- [View details about a student's credits.](#)

[Graduation Plan](#) > [Maintenance](#) > [Student](#) > [Individual Maintenance](#) > [Credit Detail](#)

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

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

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

Select a student

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

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	<p>Click to select a student from the Directory.</p>
(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

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

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

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

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

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

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

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

Credits Scheduled/Requested	The number of credits the student has scheduled or requested for the upcoming school year is displayed. These courses have not yet been attempted. The total credits scheduled and requested for the subject is displayed on the subject Total row.
Remaining Plan Credits	The number of credits included in future years of the student's graduation plan is displayed. This number takes into account any scheduled credits for the upcoming school year. For example, a 10th grade student who has successfully taken English I and English II in 9th and 10th grades respectively, and has scheduled English III for 11th grade, will have one remaining plan credit for English IV.
Credits Lacking	This number takes into account the credits earned, in progress, and scheduled/requested, and remaining plan credits, and compares them to the credits required for the plan. Any difference is indicated. If all required credits have been accounted for in the subject, a zero is displayed. Otherwise, the number is displayed and highlighted in red.
Print Credit Detail	<p>Generate a report of the data displayed on the page, including any unsaved data.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>

- [Print details about a student's credits.](#)

[Graduation Plan > Maintenance > Student > Individual Maintenance](#)

Select a student

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

<p>Student</p>	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
<p>Texas Unique Stu ID</p>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.</p>
<p>Directory</p>	<p>Click to select a student from the Directory.</p>
<p>(photo)</p>	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

- The student's name, current grade level, 9th grade entry date, and cohort year are displayed.

Print Credit Detail	<p>Generate a report of the data displayed on the page, including any unsaved data.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
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Date Run: 6/22/2021 7:50 AM		Credit Detail				Program ID: SGP0350					
Cnty-Dist: 001-901		001 School 013776				Page: 1 of 2					
Campus: 001		School Year: 2021									
Student: 101177 ADAMS, JONATHAN DOUGLAS						Grade Lvl: 11					
Grad Plan: FH2 - FHSP - 9TH GRADE 17-18 AND THEREAFTER - STEM						Cohort Year: 2022					
Grad Type: 34 - FHS Prgm (9th GR 14-15 and thereafter)						9th Grade Entry Date: 08-16-18					
DAP Advcd Measures: None											
CPR Date Completed:		Speech Date Completed:			Peace Officer Interact Date Completed: 01-21-2019						
Subject Area	Service ID	School Year	Credits Needed	Credits Earned	Sem 1 Grade	Sem 2 Grade	Final Grade	Credits in Progress	Credits Scheduled/Requested	Remaining Plan Credits	Credits Lacking
Language Arts											
ENGLISH 1	03220100	18-19		1.0	97	93	95				
ENGLISH 2	03220200	19-20		1.0	95	P	P				
ENGL 1301	03220300	20-21		0.5	95			0.0			
ENGL 1302	03220300	20-21						0.5			
Total			4.0	2.5				0.5	0.0	0.0	1.0
Speech											
Total			0.0	0.0				0.0	0.0	0.5	
Math											
ALGEBRA 1	03100500	17-18		1.0	94	97	96				

Update

Three options:

- [A. Update the courses in a student's graduation plan.](#)

[Graduation Plan > Maintenance > Student > Individual Maintenance > Grade Level](#)

Course Detail

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

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

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

Select a student

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

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
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Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	<p>Click to select a student from the Directory.</p>
(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

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

Graduation Plan	<p>The code and description of the graduation plan currently assigned to the student are displayed.</p>
PEIMS Grad Type	<p>The PEIMS graduation type code and description associated with the student's plan is displayed.</p>
Subject Area	<p>The selected subject is displayed. Click Change to select another subject.</p>

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

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

<p>graduation plan courses (right grid)</p>	<p>The courses assigned to the student are listed by grade level, including any default courses that were assigned automatically.</p> <p>NOTE: Data is only displayed for future grade levels not in progress, requested, or scheduled. For example, only an 8th grade student would see the 9th, 10th, 11th, and 12th grade course requirements.</p> <p>Fields from Maintenance > District > Tables > Graduation Plans are displayed for your reference.</p> <table border="1" data-bbox="582 1843 1476 1915"> <tr> <td data-bbox="582 1843 678 1915">Delete</td> <td data-bbox="678 1843 1476 1915">Select any courses you want to remove from the student's graduation plan.</td> </tr> </table> <p>Click  to remove the selected courses from the student's graduation plan for the grade level. The selected courses are removed from the right grid and displayed in the left grid.</p>	Delete	Select any courses you want to remove from the student's graduation plan.
Delete	Select any courses you want to remove from the student's graduation plan.		

Click **Save**.

<p>Cumulative Coursework and Credits table (bottom grid)</p>	<p>Credit details for the subject are displayed indicating completed coursework and projected credits. This is the student's historical data which may help you make decisions for the upcoming years. This is the same information that is displayed on the Credit Detail tab.</p> <p>Any middle school courses taken for high school-level credit are included.</p>
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- [B. Change or delete a course in the district-level graduation plan for all students assigned to that plan.](#)

[Graduation Plan > Utilities > Grad Plan Course Change](#)

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

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

<p>Grad Plan</p>	<p>Select the graduation plan to be changed at the district level and in the plans of all students assigned to the graduation plan. The PEIMS graduation type description is also displayed.</p>
<p>Subject Area</p>	<p>Select the subject area in which the change is occurring.</p>
<p>Number</p>	<p>Select the course number to be changed. The field is populated with the courses from the selected subject as defined in the district-level graduation plan on Maintenance > District > Graduation Requirements.</p> <p>The course title, service ID, and number of credits are displayed for the selected course, as well as data from the Graduation Requirements page.</p>

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

Click **Execute**.

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

Click **OK**.

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

[View, print, or save the report.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

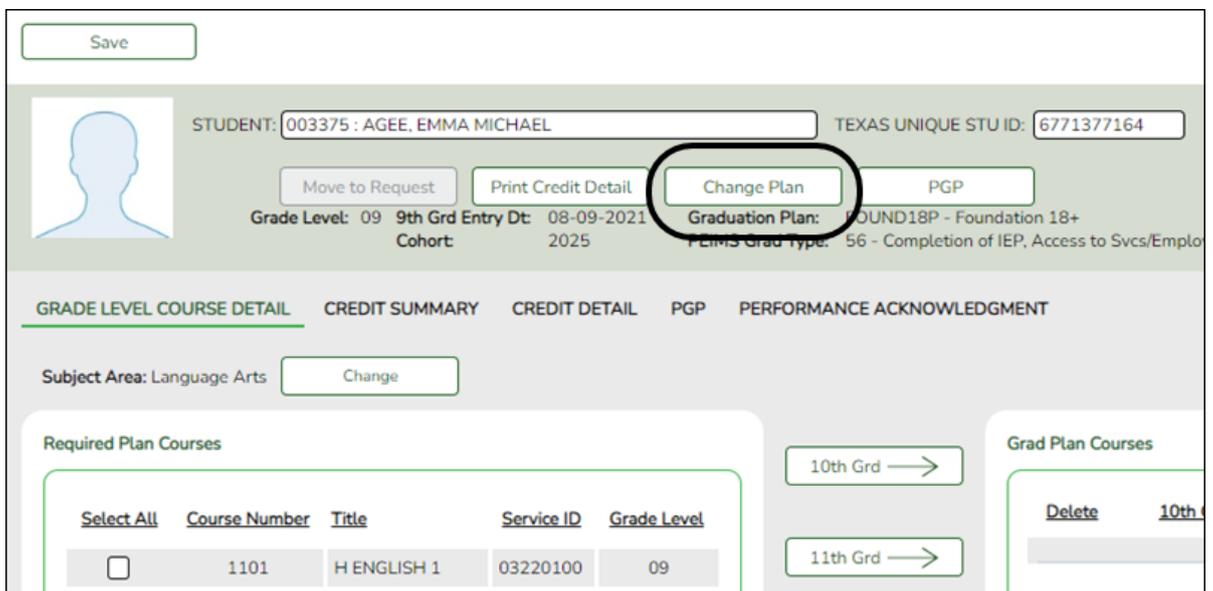
Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

- C. Change the plan assigned to a student.

Graduation Plan > Maintenance > Student > Individual Maintenance



Select a student

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

<p>Student</p>	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
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Texas Unique Student ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed. If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.
Directory	Click to select a student from the Directory .
(photo)	If a photo exists for the student, the student photo is displayed. From Registration > Maintenance > Student Enrollment , you can change the student photo: 1. Hover over the image, and click Change . The Change Student Photo window opens. 2. Click Choose File . Locate and open the file for the new image. 3. Click Save . The window closes, and the new image is displayed. Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.

The student's name, current grade level, 9th grade entry date, and cohort year are displayed.

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

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

NOTE: Using the **Change Plan** button only changes the name of the plan assigned to the student. It is still necessary to remove the individual courses. In most cases, it is recommended that you delete and add the plan instead.

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

The plan listed on the right is the plan currently assigned to the student.

Stu ID	Name	Grade Level	Current Grad Plan	Status
003375	003375 - AGEE, EMMA MICHAEL	09	FOUND18P	1

- Click **Execute** to assign the graduation plan to the student.
- You are prompted to confirm that you want to make the change.

- Click **OK**.

The Grad Plan Assignment Summary report opens in a new window, which provides a list of graduation plan changes and default assignments that occurred as a result of assigning a graduation plan to the student(s) for the first time.

Date Run: [REDACTED]		Grad Plan Assignment Summary	
Cnty-Dist: 001-901	001: [REDACTED]	Page: 1 of 1	
Campus: 001	School Year: [REDACTED]		
Student: 016988 - Adams, Jarrett John		Grade Level: 10	
<u>Previous Grad Plan:</u>		<u>New Grad Plan:</u>	
none		FPPSLPSCSC - Law, PubSaf, Corr, & Security	
<u>Course Assignments</u>			
<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Service ID</u>
45010000	Economics	0.5	03310300
88050000	ForensicSci	1.0	13029500
13010000	Eng 3	1.0	03220300
23010000	Algebra 2	1.0	03100600
43010000	US Hist EOC	1.0	03340100
88080000	Practicum Law	2.0	13030100
14010000	Eng 4	1.0	03220400
34010000	Physics	1.0	03050000
44010000	Government	0.5	03330100
24740000	Adv Quan Reas	1.0	03102510
<u>Subject Changes</u>			
<u>Course Number</u>	<u>Course Title</u>	<u>Message</u>	
1800	Reading 1	FROM SUBJ: ENGL to ELEC for Sec: 03 Sem: 1 Sch Yr: 2018 Campus: 001	
1800	Reading 1	FROM SUBJ: ENGL to ELEC for Sec: 08 Sem: 1 Sch Yr: 2018 Campus: 001	
1800	Reading 1	FROM SUBJ: ENGL to ELEC for Sec: 08 Sem: 2 Sch Yr: 2018 Campus: 001	
8901	PrinHlthSci	FROM SUBJ: VOED to ELEC for Sec: 02 Sem: 1 Sch Yr: 2018 Campus: 001	
8901	PrinHlthSci	FROM SUBJ: VOED to ELEC for Sec: 02 Sem: 2 Sch Yr: 2018 Campus: 001	
8802	Law Enforce 1	FROM SUBJ: VOED to ELEC for Sec: 03 Sem: 1 Sch Yr: 2019 Campus: 001	
8802	Law Enforce 1	FROM SUBJ: VOED to ELEC for Sec: 03 Sem: 2 Sch Yr: 2019 Campus: 001	
8802	Law Enforce 1	FROM SUBJ: VOED to ELEC for Sec: 03 Sem: 3 Sch Yr: 2019 Campus: 001	
8802	Law Enforce 1	FROM SUBJ: VOED to ELEC for Sec: 03 Sem: 4 Sch Yr: 2019 Campus: 001	

- The **Previous Grad Plan** field displays the code for the previous graduation plan, if it exists. Otherwise, the field displays “none.”
- The **New Grad Plan** field displays the code for the new graduation plan.
- If any courses were added, they are listed, including the course number, course title, credits, and service ID. Otherwise, assignment exceptions will indicate why courses were not added.
- When you change a student's graduation plan, the course subject areas (i.e., grad plan use codes) are automatically reassigned in the student's graduation plan. Any courses the student has already taken, is currently taking, or is scheduled to take next year will have the grad plan use code adjusted if necessary so courses appear under the correct subject area on the graduation plan. (**NOTE:** If a course is already set to at least one applicable subject area in the new graduation plan, the course's subject area will not be changed.)

[View, print, or save the report.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

NOTE:

- Graduation plan courses in progress, requested/scheduled, or completed are not assigned.
- If a student has at least one scheduling record, graduation plan courses for the scheduling grade level are not assigned.

Delete

- [Delete graduation plans.](#)

[Graduation Plan > Utilities > Delete Graduation Plans](#)

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

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

Student	<p>Begin typing the student's name or ID (including leading zeros). As you begin typing the number, a drop-down list displays students whose name or ID <i>begins with</i> the characters you have typed. The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show. From the drop-down list, select the student.</p> <p>Leave blank to retrieve all students who meet the specified criteria.</p> <p>A No Show student can be selected; however the student is not included in the Student autosuggest so you must know the name or student ID.</p>
Grad Plan	<p>Select the graduation plan currently assigned to the students. Leave blank to retrieve students with any graduation plan.</p>
Grade Level	<p>Select the current grade level of the students. Leave blank to retrieve students in all grade levels.</p>
Campus	<p>Select the campus at which the students are currently enrolled. Leave blank to retrieve students at all campuses.</p>

Click **Retrieve**.

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

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

Click **Delete**.

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

Allow Students to View/Update

- [View/update graduation plans in ASCENDER StudentPortal.](#)

If enabled at the district, students can view and update their graduation plan from the ASCENDER StudentPortal Student Portal application.

From the ASCENDER StudentPortal landing page, click **Student Graduation Plan**.

Log on to the Graduation Plan page.

- See online Help for assistance.

IV. Move Course Requests to Scheduling

- [About course requests:](#)

NOTE: In addition to using student graduation plans, there are two options for creating course requests:

- Allow students to enter requests through ASCENDER StudentPortal.
- Upload a third-party course requests file using [Scheduling > Utilities > Import > Course Request Upload Third Party](#). File format is available in online Help.

Two options:

- [A. Move course requests by grade level using the utility.](#)

[Graduation Plan > Utilities > Mass Move to Request](#)

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

Courses are not moved when the following conditions exist:

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

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

Execute

Mass Move Request

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

Grade Level

09 ▼

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

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

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

[View, print, or save the report.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

- [B. Move course requests manually for an individual student.](#)

[Graduation Plan > Maintenance > Student > Individual Maintenance](#)

This page moves the courses from a student's graduation plan to course requests in Scheduling. The student's Registration record status code is updated during the process.

Courses are not moved when the following conditions exist:

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

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

The screenshot displays a student's profile page. At the top left is a 'Save' button. Below it is a student icon and a 'STUDENT' field containing '003262 : AULDRIDGE, TREY NICHOLE' and a 'TEXAS UNIQUE STU ID' field containing '4226916324'. A row of buttons includes 'Move to Request' (circled in red), 'Print Credit Detail', 'Change Plan', and 'PGP'. Below these buttons, the student's 'Grade Level: 10', '9th Grd Entry Dt: 08-10-2020', 'Cohort: 2024', 'Graduation Plan: FPBIATAUDV - Business & Industry Arts Tech', and 'PEIMS Grad Type: 34 - FHS Prgm (9th GR 14-15 and thereafter)' are listed. A navigation bar contains 'GRADE LEVEL COURSE DETAIL' (underlined), 'CREDIT SUMMARY', 'CREDIT DETAIL', 'PGP', and 'PERFORMANCE ACKNOWLEDGMENT'. Below this, the 'Subject Area: Language Arts' is shown with a 'Change' button. At the bottom, there are two sections: 'Required Plan Courses' and 'Grad Plan Courses', with a '11th Grd' button and an arrow pointing right between them.

[Select a student](#)

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

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	Click to select a student from the Directory .
(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

- The student's name, current grade level, 9th grade entry date, and cohort year are displayed.

Click **Move to Request** to move the student's graduation plan next year courses to Scheduling course requests for the upcoming school year.

You are prompted to confirm that you want to move requests to Scheduling.

Click **OK**.

- A student with record status 1 (*currently enrolled at this campus*) is changed to record status 2 (*currently enrolled at this campus, will return next year*).
- A report is generated when the process is completed which indicates that all available courses moved, or lists any courses that did not move.

IMPORTANT: Once graduation plan courses are moved to course requests, all maintenance on the next year courses must occur in Scheduling. You will no longer see the graduation plan courses for the next year grade level. The data will be displayed with the credit summary information.

V. Create & Maintain Personal Graduation Plans (PGPs)

- [Set up district tables.](#)
 - [Set up accelerated learning plans.](#)

[Graduation Plan](#) > [Maintenance](#) > [District](#) > [Tables](#) > [Accelerated Learning](#)

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

GRADUATION PLANS
ACCELERATED LEARNING
CREDENTIALS OR CERTIFICATION
MONITOR PLANS

Delete	Code	Description
	00	PAP
	01	SELF PACED COURSES
	02	CLEP
	03	STAAR ENGLISH
	04	STAAR ALGEBRA
	05	STAAR US HISTORY
	06	STAAR BIOLOGY

First
◀
1 ▼
▶
Last
+ Add
+ Add 10

Existing accelerated learning codes are displayed in order by code.

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

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

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

Click **Save**.

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

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

Other functions and features:

 **Delete a row.**

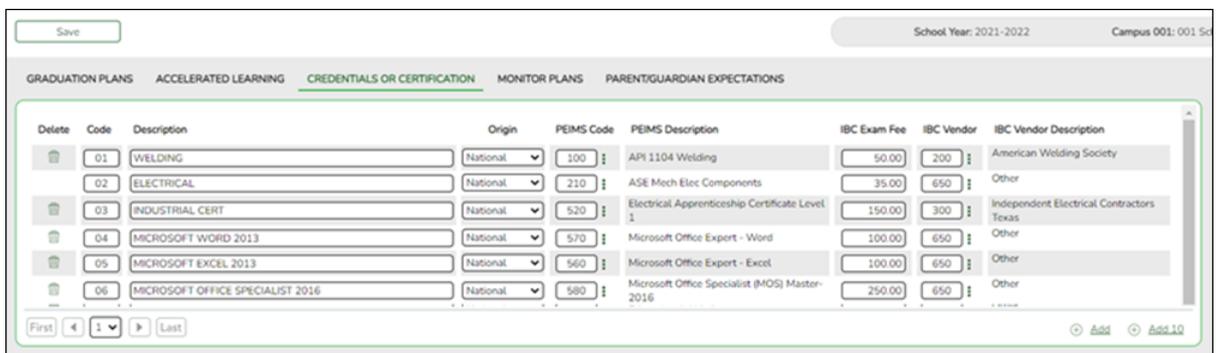
1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

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

- [Set up credentials and certification criteria.](#)

[Graduation Plan > Maintenance > District > Tables > Credentials or Certification](#)

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



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

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

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

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

Origin	<p>Indicate if the credential or certification is recognized as international (I) or national (N), or leave blank if neither.</p> <p>This information is used on Maintenance > Student > Individual Maintenance > PGP and Performance Acknowledgment tabs, and prints on the Student Personal Graduation Plan (SGP1000) and AAR Multi-Year (SGR2047) reports.</p>
PEIMS Code	<p>Click  to select the PEIMS certification code (C214) associated with the district code.</p> <p>NOTE: Codes entered in this field can be saved regardless of the school year when the certification was attempted.</p>
PEIMS Description	The description for the selected PEIMS Code is displayed.
IBC Exam Fee	<p>Enter the exam fee amount. This fee identifies the amount of money that was paid by the local education agency for a student's industry certification exam.</p> <p>NOTE: This field will be pre-populated if completed on the Credentials or Certification tab on Graduation Plan > Maintenance > District > Tables.</p> <p>TWEDS Data Element: IBC-EXAM-FEE-AMOUNT (E1654)</p>
IBC Vendor	<p>Use the drop-down menu to select the vendor. This field identifies the organization or company that offered the service.</p> <p>NOTE: This field will be pre-populated if completed on the Credentials or Certification tab on Graduation Plan > Maintenance > District > Tables.</p> <p>NOTE: Codes entered in this field can be saved regardless of the school year when the certification was attempted.</p> <p>TWEDS Data Element: IBC-VENDOR-CODE (E1655)</p>
IBC Vendor Description	This field identifies the IBC Vendor and is automatically populated when the vendor code is selected from the IBC Vendor drop-down menu.

Click **Save**.

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

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

Other functions and features:

 **Delete a row.**

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

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

- [Set up criteria for monitoring PGPs.](#)

[Graduation Plan](#) > [Maintenance](#) > [District](#) > [Tables](#) > [Monitor Plans](#)

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

GRADUATION PLANS
ACCELERATED LEARNING
CREDENTIALS OR CERTIFICATION
MONITOR PLANS

Delete	Code	Description
	<input type="text" value="01"/>	<input type="text" value="REVIEW CREDITS"/>
	<input type="text" value="02"/>	<input type="text" value="COURSE GRADES"/>
	<input type="text" value="03"/>	<input type="text" value="BENCHMARK SCORES"/>
	<input type="text" value="04"/>	<input type="text" value="ASSESSMENT SCORES"/>
	<input type="text" value="05"/>	<input type="text" value="TEACHER INPUT"/>
	<input type="text" value="06"/>	<input type="text" value="STUDENT ATTENDANCE"/>

Existing codes are displayed in order by code.

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

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

Click **Save**.

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

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

 **Delete a row.**

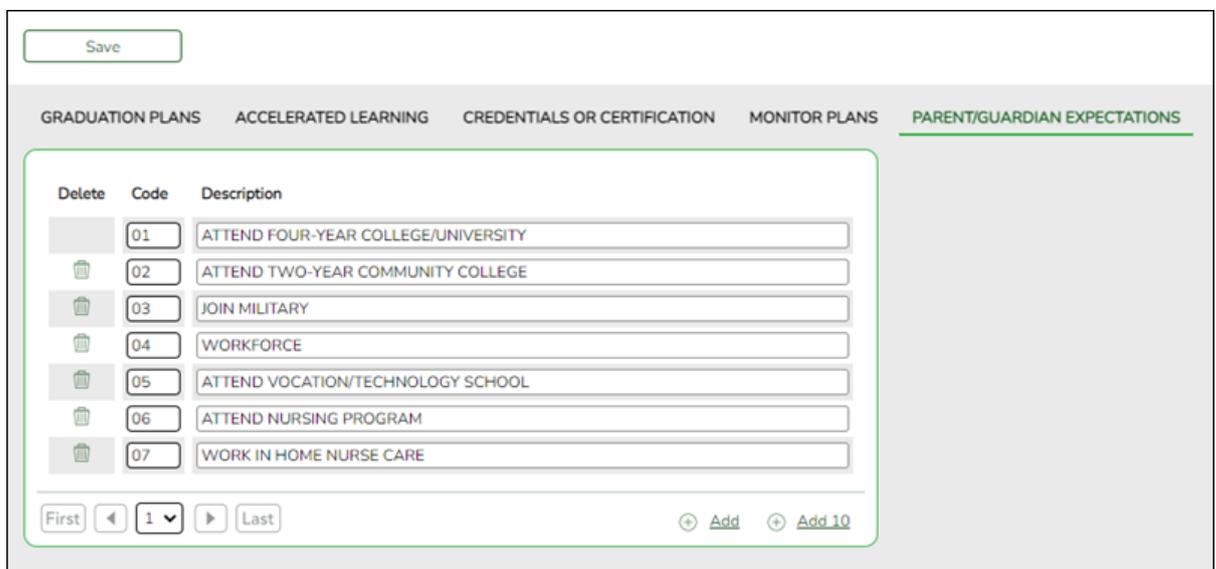
1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

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

- [Set up parent/guardian expectations.](#)

[Graduation Plan > Maintenance > District > Tables > Parent/Guardian Expectations](#)

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



Existing codes are displayed in order by code.

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

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

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

Click **Save**.

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

NOTE:

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

 [Delete a row.](#)

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

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

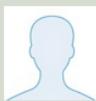
- [Maintain a student's PGP.](#)

[Graduation Plan > Maintenance > Student > Individual Maintenance > PGP](#)

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

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

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

 STUDENT: <input type="text"/> TEXAS UNIQUE STU ID: <input type="text"/>																													
Move to Request Print Credit Detail Change Plan PGP																													
Grade Level: 11 9th Grd Entry Dt: 08-08-2023 Cohort: 2027 Graduation Plan: 34 - FOUNDATION HIGH SCHOOL PROGRAM PEIMS Grad Type: 34 - FHS Prgm (9th GR 14-15 and thereafter)																													
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CPR-AED Date Completed: <input type="text"/> Speech Date Completed: <input type="text"/> Peace Officer Interact Date Completed: 07-26-2023																													
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Select a student

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

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Stu ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	<p>Click to select a student from the Directory.</p>
(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

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

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

CPR-AED Date Completed	<p>Type the date on which the student met the Foundation High School Program (FHSP) requirement for cardiopulmonary resuscitation (CPR) instruction. You cannot enter a future date.</p>
Speech Date Completed	<p>Type the date on which the student met the Foundation High School Program (FHSP) requirement for speech instruction. You cannot enter a future date.</p>

Peace Officer Interact Date Completed	Type the date on which the student met the requirement for instruction on how to interact with law enforcement, as mandated by Senate Bill 30. You cannot enter a future date.	
Foundation	<p>The credits necessary for the foundation high school program (FHSP) are displayed.</p> <p>Indicate whether a student is currently pursuing the Foundation High School Program.</p> <ul style="list-style-type: none"> ◦ Foundation Coursework 0 = false for FHSPParticipant ◦ Foundation Coursework 1 = true for FHSPParticipant 	
	College Career Instruction	Select if the 7th or 8th grade student has received instruction in preparing for high school, college, and career, including information about the creation of a high school personal graduation plan, distinguished level of achievement, each endorsement, college readiness standards, and potential career choices and education needed to enter those careers.
Endorsement	The credits necessary to earn an endorsement are displayed.	
Distinguished	<p>The credits necessary to complete the distinguished level of achievement under the FHSP are displayed.</p> <p>Indicate if the student is <u>currently pursuing</u> the distinguished level of achievement or if the student has <u>successfully completed</u> the distinguished level of achievement.</p> <ul style="list-style-type: none"> ◦ Distinguished Coursework is 1 = true for FHSPDistingLevelParticipant ◦ Distinguished Coursework is 2 = true for DistingLevelAchievementGraduate <p>A student must first complete the Foundation coursework before you can select 2-Completed for Distinguished coursework.</p>	

<p>STAAR EOC Assmnts</p>	<p>The student's EOC Level for each assessment and scale scores for English 3 and Algebra 2 (from Test Scores), as well as the student's Cum GPA and Cum Rank (from Grade Reporting), are displayed.</p> <p>Individual Graduation Committee (IGC) Students: For IGC students, I is displayed for Level I in the for any EOC assessment where the student who did not pass with II, III, Approaches, Meets, or Masters, regardless of year assessment was taken.</p> <p>NOTES:</p> <p>A student is considered IGC if he has a record on his most recent enrollment year on Registration > Maintenance > Student Enrollment > Local Programs with the Local Program field set to a code that matches the Local Program for IGC Reporting code on State Reporting > Options (even if there is a withdrawal date in the most recent record). If there is no value specified in State Reporting, the program will look for code <i>IGC</i> in the Local Program field on Registration > Maintenance > Student Enrollment > Local Programs .</p> <p>If student has an End-of-Course Exception for a subject on Grade Reporting > Maintenance > Student > Individual Maint > EOC Exception, this will take precedence over IGC, with <i>ARD Met Standards</i> defaulting to I and <i>AAR Exempt</i> defaulting to N/A.</p> <p>Other than EOC Exception and IGC, subjects taken prior to 2017 will use I, II, III. Subjects taken 2017 and later will use DidNotMeet, Approaches, Meets, Masters.</p>
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Under **College Readiness:**

These fields facilitate monitoring student progress toward college readiness.

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

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

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

Diagnostic Information	Data is displayed according to the following fields: Dyslexia on Registration > Maintenance > Student Enrollment > Local Programs EB on Registration > Maintenance > Student Enrollment > Bil/ESL Migrant on Registration > Maintenance > Student Enrollment > Demo3 G/T on Registration > Maintenance > Student Enrollment > G/T Special Education on Registration > Maintenance > Student Enrollment > SpecEd Retained on Registration > Maintenance > Student Enrollment > At Risk	
Accelerated Learning Plan	Select up to five accelerated learning plans for the student. These are maintained on Maintenance > District > Tables > Accelerated Learning .	
Monitor Plan	Select up to 10 monitor plans for the student. These are maintained on Maintenance > District > Tables > Monitor Plan .	
Parent's Educational Expectation	Select up to three parent expectations for the student. These are maintained on Maintenance > District > Tables > Parent/Guardian Expectations .	
Financial Aid Application	Complete this section to record the student's Financial Aid application status and the application date the student completed the application or submitted an exception.	
	Status	Use the drop-down menu to select 01 or 02 to indicate the application status.
	Met Date	Type the month and date in MM-YYYY format.

Endorsements	Indicate if the student is pursuing, not participating, or has completed each endorsement.
	Date Completed If completed, type the date of completion, or click 📅 to select a date.
PGP Acknowledgement	Type the dates for the student, parent/guardian and counselor signatures, or click 📅 to select a date.

Click **Save**.

Under **Industry Based Certification**

Click **+Add** to add a new row.

Certification	Indicate a credential or certification earned by the student.
Date Taken	Type the date of completion, or click 📅 to select the date from a calendar.
Result	Use the drop-down menu to select the result code.
Exam Fee	Enter the exam fee amount. This fee identifies the amount of money that was paid by the local education agency for a student’s industry certification exam. NOTE: This field will be pre-populated if completed on the Credentials or Certification tab on Graduation Plan > Maintenance > District > Tables.
Vendor Nbr	Use the drop-down menu to select the vendor. This field identifies the organization or company that offered the service. NOTE: Previous year vendor numbers will be allowed even if not available in the current school year. NOTE: This field will be pre-populated if completed on the Credentials or Certification tab on Graduation Plan > Maintenance > District > Tables.
Background Check Cost	Indicate the cost to collect a fee for an IBC background check. Enter the IBC background check fee amount. This fee identifies the amount of money that was paid by the local education agency for background checks for not more than two certification examinations per student, including costs paid for associated fingerprinting or criminal history record information review.
Reimburse	Select an option from the drop-down menu if a prior or current LEA received the one-time allowed industry-based certification fee reimbursement for the student.
Enrolled	Select this field if the student is enrolled at the time a certification exam was taken. Update in Graduation Plan and Registration. If selected the Industry Based Certification will extract to State Reporting for the appropriate PEIMS submission.

- [Print a student's PGP.](#)

Graduation Plan > Maintenance > Student > Individual Maintenance

Select a student

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

<p>Student</p>	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
<p>Texas Unique Stu ID</p>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
<p>Directory</p>	<p>Click to select a student from the Directory.</p>

(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>
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- The student's name, current grade level, 9th grade entry date, and cohort year are displayed.

PGP	<p>Print the student's personal graduation plan.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p> <p>This is the same report as Reports > SGP1000 - Student Personal Graduation Plan.</p>
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- [Print PGPs for a group of students.](#)

[Graduation Plan > Reports > SGP1000 - Student Personal Graduation Plan](#)

This report allows you to generate student personal graduation plans (PGPs) to give to

students and their parents to sign and return, at which point you can update the **PGP Acknowledgment** dates on [Maintenance > Student > Individual Maintenance > PGP](#).

Preview
PDF
CSV
Clear Options

Graduation Plan Reports

- [SGP0100 - District Graduation Plan Detail](#)
- [SGP0200 - Students Lacking Credits for Graduation](#)
- [SGP0350 - Student Graduation Requirements](#)
- [SGP0400 - Educational Planning Transcript](#)
- [SGP1000 - Student Personal Graduation Plan](#)
- [SGP1100 - Graduation Plan Summary](#)

SGP1000 - Student Personal Graduation Plan

Parameter Description	Value	List
Campus ID	<input type="text" value="001"/>	⋮
Current Grade Level (Select Grade Level or Student ID)	<input type="text" value="12"/>	⋮
Student IDs (Blank for All)	<input type="text"/>	⋮
Print Rank And GPA (Y,N,R=Rank Only,G=GPA Only)	<input type="text" value="Y"/>	
Print Acknowledgment Date and Parent's Expectation (Y,N)	<input type="text" value="Y"/>	
Performance Acknowledgment (Y,N)	<input type="text" value="Y"/>	
Include Withdrawn Students (Y,N)	<input type="text" value="N"/>	

Report field descriptions

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

<p>Outstanding Performance on Assessment</p>	<p>The Outstanding Performance on Assessment section displays data as follows:</p> <ul style="list-style-type: none"> • N/A is displayed if the student does not have outstanding performance on any assessment. • ACT is displayed if the student has a composite score of 28 or greater on the ACT test. • PSAT is displayed if the student is commended for the PSAT score. • SAT is displayed if: <ul style="list-style-type: none"> • (Old version) The student has a combined math and reading score of 1250 • (New version) The student has at least 410 on the evidence-based reading section score and 520 on the math section score <p>If a student repeated a grade level, the ending of the first school year separated by “to” and the ending of the second school year displays next to the grade level (e.g., 17 to 18 instead of 17/18).</p>	
<p>Industry Credentials or Certification</p>	<p>Graduation Plan > Maintenance > Student > Individual Maintenance > PGP (if student has a graduation plan)</p>	<p>Industry Credentials or Certification</p>
<p>Industry Credentials or Certification</p>	<p>Registration > Maintenance > Student Enrollment > Demo3 (if student does not have a graduation plan)</p>	<p>Industry Certification 1-15</p>

VI. Maintain Performance Acknowledgements

- [Maintain a student's performance acknowledgement information.](#)

[Graduation Plan > Maintenance > Student > Individual Maintenance > Performance Acknowledgement](#)

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

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

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

[Select a student](#)

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

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	<p>Click to select a student from the Directory.</p>
(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

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

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

Under **College Board AP/IB Examinations:**

Students who have taken the College Board Advanced Placement Examinations may be eligible for advanced placement and appropriate credit.

NOTE: If you manually entered an AP exam with a score of 3 or higher on [Test Scores > Maintenance > Individual Maintenance > AP](#), a corresponding AP exam record is automatically added to this section.

Click **+Add** to add an exam for which the student scored a 3 or higher.

Admin	Type the year in which the exam was administered.
Month	Select the month in which the exam was administered.
Code	Select the code indicating the specific acknowledgement.
Description	The description of the selected code is displayed.
	<p>Delete an exam.</p> <ol style="list-style-type: none"> 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>

Under **Natl/Intl Business or Industry Certification:**

This section displays any internationally or nationally recognized credentials or certifications earned by the student. This data is entered on the [PGP](#) tab or the [Graduation](#) tab.

To display in this section, **Origin** must be set to *International* or *National* on [Maintenance > District > Tables > Credentials or Certification](#).

Under **Outstanding Performance Assessment:**

This section indicates if the student received acknowledgment for his performance on the ACT, ACT PLAN, PSAT, or SAT exam.

ACT - Student's composite score (excluding the writing subscore) is 28 or higher.

PSAT- Student's **Commended** field is Y on [Test Scores > Maintenance > Individual Maintenance > PSAT](#).

ACT PLAN (Not used for 2018-2019 and later) - At least two of the student's four scores qualify for the college readiness benchmark score:

- English: 15 or greater
- Math: 19 or greater
- Reading: 18 or greater
- Science: 20 or greater

SAT -

2018-2019 and later (applies to any SAT test taken after August 2018):

- The student's total evidence-based reading and writing and math scores is 1350 or higher.

Prior to and including August 2018:

- The student scored at least 410 on the evidence-based reading section and 520 on the math section.

Prior to March 2016:

- The student's combined critical reading and math score is 1250 or higher.

Under **Associate Degree:**

Click **+Add** to add an associate degree the student earned.

Associate Degree	Indicate if the student earned an associate degree by August 31 immediately following graduation.
Earned Date	Type the date on which the student earned the Associate Degree. Or, click  to select the date from a calendar.
	<p>Delete an exam.</p> <p>1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.</p> <p>2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No.</p> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>

Bilingual/Biliteracy	<p>Indicate if the student has been recognized for bilingualism/biliteracy by receiving qualifying grades in English as well as another language, and met the exit criteria for the ESL program, and also scored at the Advanced High Level on the TELPAS test.</p> <p>Date Type the date on which the student met the criteria for acknowledgment in bilingualism/biliteracy. Or, click  to select the date from a calendar. You cannot type a future date.</p> <p>The date is required if the student received acknowledgment for biligualism/biliteracy.</p>
Dual Credit	<p>Indicate if the student received acknowledgment for his performance in a dual credit course by taking at least 12 hours of college academic courses, or earning an associates degree while in high school.</p> <p>Date Type the date on which the student met the criteria for acknowledgment in a dual credit course. You cannot type a future date.</p> <p>The date is required if Dual Credit is 1 (<i>acknowledgment for Associate degree</i>) or 2 (<i>acknowledgement for college credit hours</i>).</p>

Click **Save**.



Back Cover