ASSIGN PERSONAL GRADUATION PLANS (PGP)

Once you have added all necessary codes and descriptions in the tables, you can apply them to a student's PGP. Some fields on this page are read-only, displaying important graduation plan information.

Maintenance > Student > Individual Maintenance > PGP

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The Foundation section displays the courses required to complete the Foundation High School Program.

☐ Indicate if the student is participating or has completed the program.

The Endorsement section displays the courses required to complete an endorsement.

The Distinguished section displays the criteria required to achieve distinguished coursework.

☐ Indicate if the student is participating or has completed the program.

The STAAR EOC Assemts section displays the highest Student Academic Performance levels for each EOC assessment, as well as the student's cumulative GPA, and cumulative rank.

The College Readiness section displays composite or combined scores, and reading and math scores for PSAT, ACT Plan, SAT, and ACT.

In the College Readiness fields, indicate up to four different exams that exempt the student from Texas Success Initiative exam, including the exam dates. You can only select an exam if the student received the minimum score.

- If at least one score exempts the student from TSI, "TSI Exempt" is displayed next to the exam.
- If no exams have been indicated, "TSI Required" is displayed.
- Both Algebra 2 and English 3 exams must meet the minimum score and be selected to exempt the student from Texas Success Initiative exam based solely on STAAR EOC.

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field next to that endorsement.

Under PGP Acknowledgement,

☐ Enter dates for Student Signature, Parent Signature, and Counselor Signature to indicate that the student, parent/guardian, and counselor have all reviewed the PGP.

Maintenance > Student > Individual Maintenance > Performance Acknowledgments

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	Outstanding Performance Assessment N/A
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Students who have taken the College Board Advanced Placement Examinations may be eligible for advanced placement and appropriate credit. Under College Board AP/IB Examinations,

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

In the Admin field, type the year in which the exam was administered. The current year is displayed by default but can be changed.

In the Month field, select the month in which the exam was administered.

In the Code field, select the code indicating the specific acknowledgement. The Description field is read-only and displays the description of the code.

To delete an exam, click $\overline{\mathbb{W}}$. The row is shaded red to indicate that it will be deleted when you click Save. You can select multiple rows to be deleted at the same time.

Note: If you manually entered an AP exam with a score of 3 or higher in the Test Scores application on Maintenance > Individual Maintenance > AP, a corresponding AP exam record is automatically added to this section.

The Natl/Intl Business or Industry Certification section is read-only and displays any internationally or nationally recognized credentials or certifications. The data in this section is maintained on the PGP tab.

The Outstanding Performance Assessment section is read-only and indicates if the student received acknowledgment for his performance on the ACT, ACT PLAN, PSAT, or SAT exam.

In the Bilingual/Biliteracy field, 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.

In the corresponding date field, type the date on which the student met the criteria for acknowledgment in bilingualism/biliteracy.

- If the Bilingual/Biliteracy field is set to 1 (Acknowledgment for Bilingualism/Biliteracy), a date is required.
- If you enter a date, the Bilingual/Biliteracy field must be set to 1.
- The date cannot be in the future.

In the Dual Credit field, 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 associate's degree while in high school.

In the corresponding date field, type the date on which the student met the criteria for acknowledgment in a dual credit course.

If the Dual Credit field is set to 1 (acknowledgment for Associate degree) or 2 (acknowledgement for College credit hours), a date is required.

- If you enter a date, the Dual Credit field must be set to 1 or 2.
- The date cannot be in the future.

Click Save.

PRINT PERSONAL GRADUATION PLANS (PGP)

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Click to view the student's personal graduation plan. The report opens in another window.

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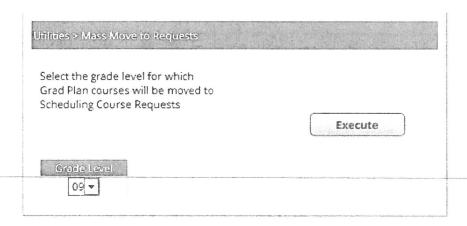
Move Courses to Request

Move Courses to Requests by Grade Level

Use the Mass Move to Request Utility

Utilities > Mass Move to Requests

The Mass Move to Requests utility allows you to move the courses from students' graduation plans to course requests in Scheduling by grade level.



In the Grade Level field, select the current year grade level of the students for which you want to move graduation plan courses to Scheduling course requests.

Note that this is the student's current year grade level. Courses are moved to Scheduling for the student's next year grade level.

Click Execute to move the graduation plan course to Scheduling course requests for the grade level specified. A message is displayed asking you to confirm that you want to move the courses.

Assign Graduation Plans and Move Courses to Requests Move Requests Manually