

Graduation/Eligibility Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
4/21/22	Task #17	Update screenshots and add information about updating these values using the Student Exemptions / Requirements screen
10/12/21	Task #14	Update screenshot
3/3/21	Task #6 and 10	Update regarding numeric miscellaneous values
4/14/20	Entire document	Review and update
1/22/20	Entire document	Review and update
3/1/19	Entire document	General updates - screenshots

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Task #1: Verify Departments

If you plan to use Department requirements, verify that you have Department codes defined correctly in the current year **and** in any previous years being evaluated for graduation/eligibility. To have consistent eligibility requirements, your Department codes must match between all years being evaluated, and on all student course history.

NOTE: The Department field is not available on manual course history records.

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Department

Course Department Maintenance					
From this screen, you can display, add, change and delete Course Department codes.					
Add Code					
		Code	Name ▲	Description	Active
		ART	ART	ART	
		AIN	ART/IND. ARTS	ART/IND. ARTS	
		BUS	BUSINESS	BUSINESS	
		FLG	FORGN. LANGUAGE	FORGN. LANGUAGE	
		HME	HOME ECONOMICS	HOME ECONOMICS	

Task #2: Verify Subject Areas

If you plan to use Subject Area requirements, verify that you have Subject Area codes defined correctly in the current year **and** in any previous years being evaluated for graduation/eligibility. To have consistent eligibility requirements, your Subject Area codes must match between all years being evaluated, and on all student course history.

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Subject Area

Course Subject Area Maintenance					
From this screen, you can display, add, change and delete Course Subject Area codes.					
Add Code					
		Code	Name ▲	Description	Active
		ALII	ALGEBRA II	ALGEBRA II OR EQUIVILANT	
		BUS	BUSINESS	BUSINESS	
		CTA	CAREER/TECHNICAL (VOCATIONAL)	VOCATIONAL CAREER/TECH UNITS	
		HEC	FAMILY & CONSUMER SCIENCES	FAMILY & CONSUMER SCIENCES	

Task #3: Verify Areas of Study

If you plan to use Area of Study requirements, verify that you have Area of Study codes defined correctly in the current year **and** in any previous years being evaluated for graduation/eligibility. To have consistent eligibility requirements, your Area of Study codes must match between all years being evaluated, and on all student course history.

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Area of Study

Course Area Of Study Maintenance					
From this screen, you can display, add, change and delete Course Area of Study codes.					
Add Code					
		Code	Name ▲	Description	Active
		ELE	ELECTIVES	ELECTIVES	
		ENG	ENGLISH	ENGLISH	
		HEA	HEALTH	HEALTH	
		MTH	MATH	MATH	

Task #4: Verify EMIS CORE Subject Area

Any course that is Report to EMIS and marked as **Is High School Credit** is required to have a CORE Subject Area filled in.

Navigation: Student Information – Management – School Administration – Scheduling Administration – Course Maintenance – Courses

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites

0005 - ENGLISH 9

EMIS Location IRN: (Only required if different from the current building, optional if same as current building)

EMIS Location Description: (Only required if EMIS Location IRN = '999999')

EMIS Staff Provider IRN: (*****)

EMIS Course Level: * *- Not applicable

EMIS Subject Code: 050160 - Integrated English Language Arts I

EMIS Subject Area for Credit: ENG - English Credit

EMIS Language Used: * E - English (Default)

CORE Subject Area: ENG - English Language Arts Units

End Of Course Assessment Area: ELA1 - English Language Arts 1

CTE College Credit: * N

Manually Entered Course

From this screen, you can display, add, change and delete data pertaining to manually entered courses.

School Year of Manually Entered Course: 2019-2020

Course Details Student Marks

Select a course from the school year selected to auto populate the fields:

Course:

Code: * Subject Area:

Abbreviation: * Area of Study:

Short Name: * Level of Difficulty:

Name: * Add On Category:

Section: Hours of Instruction:

Transfer Code: Attempted Credits: *

Date Completed: Mark Bump:

Ratio Denominator: 100 Rank Weight:

College Credit Hours:

Grade Level: * 11 - 11

Teacher Name:

Course Description:

Credit Flex: N - The course is not a Credit Flexibility Course

EMIS Subject Code:

EMIS Subject Area for Credit:

CORE Subject Area: * (Only required when Is High School Credit is checked)

End Of Course Assessment Area:

Task #5: Verify Courses

Verify that the Department, Area of Study, Subject Area, CORE Subject Area and Include in Graduation/Eligibility is correct on all courses.



Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Courses

From this screen you can display or change information regarding courses

General | Marks | Miscellaneous | EMIS | Pre/Co-requisites

0005 - ENGLISH 9

Department: LGA - LANGUAGE ARTS Course Type: C - Class

Area Of Study: ENG - ENGLISH Language Code:

Subject Area: English In Graduation / Eligibility:

From this screen you can display or change information regarding courses

General | Marks | Miscellaneous | EMIS | Pre/Co-requisites

0005 - ENGLISH 9

EMIS Location IRN: (Only required if different from the current building, optional if same as current building)

EMIS Location Description: (Only required if EMIS Location IRN = '999999')

EMIS Staff Provider IRN: *****

EMIS Course Level: * - Not applicable

EMIS Subject Code: 050160 - Integrated English Language Arts I

EMIS Subject Area for Credit: ENG - English Credit

EMIS Language Used: E - English (Default)

CORE Subject Area: ENG - English Language Arts Units

- The **Course Curriculum (CRSE)** report allows you to select up to ten customized fields which will help you verify which courses are marked as In Graduation / Eligibility.

Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Course Curriculum (CRSE)

- There is also the **Course Detail** report in the Analytics Hub under the Scheduling folder. This report lists all course information.

Navigation: StudentInformation – Local – Analytics Hub – Scheduling folder

Task #6: Define Miscellaneous Items

You can define Miscellaneous Items as either Numeric (graduation requirements will ask for an exact value) or True/False (you can define the graduation requirement for either true or false). You can define Miscellaneous Items at either the building level or at the district level for all buildings in the district to use (but not edit or delete).

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

Graduation / Eligibility Miscellaneous Items

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

Add Item

		Code ▲	Name	Description	Data Type	Active
		PORT	Senior Portfolio	Senior Portfolio	True/False	●

Show Active Only

Task #7: Create Rule(s)

You can create Graduation/Eligibility Rules at the district level or at the building level. If created at the district level, rules must be fully set up at the district level, and all buildings in the district using that Rule must have identical Area of Study and Subject Area codes, if those codes are used.

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

Graduation / Eligibility Rule Maintenance

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

Add Rule

				Code ▲	Name	Description	Is Active
				2013CORE	2013 Grad CORE Requirements		●
				2014CORE	2014 & Beyond CORE Requirements		●
				2014EO	Earned Only Credit		●
				CRED	Credits		●
				EMIS	ODE/EMIS CORE Credit Check		●

Show Active Only
 Setup Rule
 Copy Rule

The General tab contains the Rule's code, name, description, and the text that will appear on grade cards if the Rule is met or not met.

The screenshot shows the 'General' tab of the 'Graduation / Eligibility Rule Maintenance' screen. The title bar includes 'General', 'Maximum Credit Groups', 'Total CORE Credits Line Item Options', and '< Prev: CRED'. Below the title bar, there are several input fields: 'Code:' with the value 'EMIS', 'Name:' with 'ODE/EMIS CORE Credit Check', 'Description:' with 'ODE/EMIS CORE Credit Check', 'Meets requirements text:' with 'Student has met the requirements for graduation.', and 'Does not meet requirements text:' with 'Student has not met the requirements for graduation.'. There is also an 'IsActive:' checkbox which is checked. At the bottom, there are 'Save', 'Cancel', and 'Go to setup' buttons.

The Maximum Credit Groups tab is currently not functional.

The Total CORE Credits Line Item Options tab only works with line items that are Total CORE Credits.

The screenshot shows the 'Total CORE Credits Line Item Options' tab of the 'Graduation / Eligibility Rule Maintenance' screen. The title bar includes 'General', 'Maximum Credit Groups', 'Total CORE Credits Line Item Options', and '< Prev: CRED'. Below the title bar, there are two main sections: 'Rule Selection' and 'Credit Selection'. The 'Rule Selection' section has a dropdown menu for 'CORE Overflow Rule:' set to 'ODE/EMIS CORE OVERFLOW RULE'. The 'Credit Selection' section has several checkboxes and a dropdown menu: 'Include Current Courses:' (checked), 'Missing Marks Handling:' (Project Pass), 'Include Current Requests:' (unchecked), and 'High school credit only:' (checked). There are also three informational icons with text: 'Include credit for courses in progress.', 'How to handle missing marks in current courses.', and 'Include only courses that have been marked as High School Credit.'. At the bottom, there are 'Save', 'Cancel', and 'Go to setup' buttons.

Task #8: Define CORE Overflow if using Total CORE Credit Line Items

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

CORE Overflow rules only work with Total CORE Credit line items.

Core Overflow

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

	Name
	ODE/EMIS CORE OVERFLOW RULE
	2013CORE OVERFLOW
	2014CORE OVERFLOW

Add New Overflow

Overflow Name: * ×

Core Subject Area	Core Required Value	Subject Area Overflow
BUS	<input type="text" value="0.00"/> *	*** ▼
CTA	<input type="text" value="0.00"/> *	*** ▼
ELE	<input type="text" value="5.00"/> *	*** ▼
ENG	<input type="text" value="4.00"/> *	*** ▼
FAR	<input type="text" value="0.00"/> *	*** ▼
FLR	<input type="text" value="0.00"/> *	*** ▼
HEC	<input type="text" value="0.00"/> *	*** ▼
HTH	<input type="text" value="0.50"/> *	*** ▼
JTC	<input type="text" value="0.00"/> *	*** ▼
MTA	<input type="text" value="1.00"/> *	*** ▼
MTO	<input type="text" value="3.00"/> *	*** ▼
PHE	<input type="text" value="0.50"/> *	*** ▼
SCA	<input type="text" value="1.00"/> *	*** ▼
SCL	<input type="text" value="1.00"/> *	*** ▼
SCO	<input type="text" value="0.00"/> *	*** ▼
SCP	<input type="text" value="1.00"/> *	*** ▼
SOG	<input type="text" value="0.50"/> *	*** ▼
SOH	<input type="text" value="0.50"/> *	*** ▼
SOO	<input type="text" value="2.00"/> *	*** ▼
TEC	<input type="text" value="0.00"/> *	*** ▼

20 Records Displayed [Back To Top](#)

Save

Task #9: Set Up Rule

For each Rule, either click the **Setup Rule wrench** icon, or click the **Go to setup** button while adding or editing the Rule.

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

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

[Add Rule](#)

		Code ▲	Name	Description	Is Active	
				2013CORE	2013 Grad CORE Requirements	
				2014CORE	2014 & Beyond CORE Requirements	
				2014EO	Earned Only Credit	
				CRED	Credits	
				EMIS	ODE/EMIS CORE Credit Check	

Show Active Only Setup Rule Copy Rule

The left pane lists the Line Items included in this Rule. Add Line Items with the **Add Line Item** button, which will open the **Add Line Item** pane to the right.

Graduation / Eligibility Rule Setup - EMIS - ODE/EMIS CORE Credit Check
From this screen users can set up the criteria for a rule

		Line Item	
			Math - Other
			OGT
			Phys Ed
			Science - Life
			Health
			Total Credits
			Econ & Fin Literacy
			Fine Arts
			English
			Electives
			Soc Studies - Other
			Math - Algebra II
			Science - Physical
			Science - Advanced
			Soc Studies - Amer History
			Soc Studies - Government

Setup Line Item

16 Records Displayed [Back To Top](#)

[Add Line Item](#) [Back to Rules](#)

Add Line Item

Description:

Sort Order:

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

Task #10: Set Up Line Items

For each Line Item, click the **Setup Line Item wrench** icon. Line Item Elements are listed in the order they are created. You can arrange Line Item Elements in groups using the **And** and **Or** operators, the Indent/Outdent arrows or the)(Split Group operator. Line Item Elements connected with **And** require all Elements to pass for the student to pass the Line Item. Line Item Elements connected with **Or** will pass the Line Item for the student if either Element is passed. Indented Line Item Elements are considered part of the Element above the indentation for purposes of operators, and can have their own operators and indentation. By using the Split Group operator, you cause the group to be split into two groups.

Graduation / Eligibility Rule Setup - 2014CORE - 2014 & Beyond CORE Requirements

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

Line Item											
			Math								
			Phys Ed								
			OGT			Line Item: Math					
			Electives							Element	
			Soc Studies							Total Core Credits >= 3 CoreStd[MTO] IC MM-Pass HS	
			Total Credits							And Total Core Credits >= 1 CoreStd[MTA] IC MM-Pass HS	
			Econ & Fin Literacy			↑ Move Up ↓ Move Down ← Outdent → Indent) (Split Group / Start New Group Std: Areas of Study IC: Include current courses Sub: Subject Areas IR: Include requests Dept: Departments HS: High School credit courses only					
			Fine Arts								
			English								
			Health								
			Science								
Setup Line Item											

[Select type to add] ▾
Add Element
Close

Add Line Item
Back to Rules

Assessment Element: Select Assessment Type and Part if applicable, and enter a Minimum Score, if desired. If no Minimum Score is entered, the assessment part's default minimum score will be used to determine if the Element passes or not.

Line Item:OGT					
					Element
					Assessment [OGT - MATH] Default minimum score
					And Assessment [OGT - READ] Default minimum score
					And Assessment [OGT - SSC] Default minimum score
					And Assessment [OGT - SCI] Default minimum score
					And Assessment [OGT - WRI] Default minimum score
<p> Move Up Move Down Outdent Indent) (Split Group / Start New Group Std: Areas of Study IC: Include current courses Sub: Subject Areas IR: Include requests Dept: Departments HS: High School credit courses only </p>					
[Select type to add] v					<input type="button" value="Add Element"/> <input type="button" value="Close"/>

Community Service Element requirements refer to the SIS – Student – Community Service page, totaling all hours marked as **Include In Graduation / Eligibility**.

Line Item:Community Service					
					Element
					Community Service >= 10
<p> Move Up Move Down Outdent Indent) (Split Group / Start New Group Std: Areas of Study IC: Include current courses Sub: Subject Areas IR: Include requests Dept: Departments HS: High School credit courses only </p>					
Community Service v					<input type="button" value="Add Element"/> <input type="button" value="Close"/>

Course Element may be checked to include currently-assigned courses, and to include currently-requested courses.

Note: The Eligibility will include requests from future years as well as the current year, as long as **Include Current Requests** is specified and the year (current or future) has no finalized schedule result.

Line Item:Health					
Element					
					Course [Health] required. IC IR
↑ Move Up ↓ Move Down ← Outdent → Indent) (Split Group / Start New Group Std: Areas of Study IC: Include current courses Sub: Subject Areas IR: Include requests Dept: Departments HS: High School credit courses only					
Course <input type="text"/> <input type="button" value="Add Element"/> <input type="button" value="Close"/>					

Exemption Element reflects the 3 FN Exemptions on the FN-Graduate tab of the profile. Exemption line items can be used in conjunction with Total CORE Credits line items.

Line Item:Fine Arts						
Element						
						Total Core Credits >= 1 CoreStd[FAR] IC MM-Pass HS
						Or [Exemption From Fine Arts] = True
↑ Move Up ↓ Move Down ← Outdent → Indent) (Split Group / Start New Group Std: Areas of Study IC: Include current courses Sub: Subject Areas IR: Include requests Dept: Departments HS: High School credit courses only						
Course <input type="text"/> <input type="button" value="Add Element"/> <input type="button" value="Close"/>						

GPA Element must have a minimum GPA, and can be restricted to a specific GPA Set.

Line Item:GPA					
Element					
					GPA [CUM] >= 3.0
↑ Move Up ↓ Move Down ← Outdent → Indent) (Split Group / Start New Group Std: Areas of Study IC: Include current courses Sub: Subject Areas IR: Include requests Dept: Departments HS: High School credit courses only					
GPA		<input type="button" value="Add Element"/>		<input type="button" value="Close"/>	

Miscellaneous (true/false) Element must have True or False selected. If **True**, the Line Item passes if the student has that Miscellaneous Item marked **True**. If **False**, the Line Item passes if the student has that Miscellaneous Item marked **False**. Handle missing values option is also set for students that have no value for the miscellaneous item.

Miscellaneous (numeric) Element must have a value entered. The Line Item passes if the student has a value equal to the value marked for that Miscellaneous Item. Handle missing values option is also entered for students that have no value for the miscellaneous item.

Line Item:MISC ITEM					
Element					
					Miscellaneous Item [MEET] required value 2
					And Miscellaneous Item [PORT] required value True
↑ Move Up ↓ Move Down ← Outdent → Indent) (Split Group / Start New Group Std: Areas of Study IC: Include current courses Sub: Subject Areas IR: Include requests Dept: Departments HS: High School credit courses only					
Miscellaneous		<input type="button" value="Add Element"/>		<input type="button" value="Close"/>	

Total Credits Element must have a minimum credit total entered, and may be checked to include currently-assigned courses, to include currently-requested courses, and/or to include High School credit only courses. If Areas of Study, Subject Areas, and Departments are left blank, the Element will count all courses. If Areas of Study, Subject Areas, or Departments are entered, the Element will only count courses in the entered Areas of Study, Subject Areas, or Departments. If specific Areas of Study, Subject Area, and Department requirements are intended, it is recommended that Areas of Study be included in one Line Item, and Subject Areas in a different Line Item, and Departments in a third Line Item.

Note: The Eligibility will include requests from future years as well as the current year, as long as **Include Current Requests** is specified and the year (current or future) has no finalized schedule result.

Line Item: Total Credits

					Element
					Total Credits >= 20 Sub [CCP,CTA,ELE,ENG,FAR,FLR,MTA,NCC,SCA,SCI,SS,TEC] IC MM-Pass HS
↑ Move Up ↓ Move Down ← Outdent → Indent (Split Group / Start New Group Std: Areas of Study IC: Include current courses Sub: Subject Areas IR: Include requests Dept: Departments HS: High School credit courses only					
Total Credits					<input type="button" value="Add Element"/> <input type="button" value="Close"/>

Total CORE Credit Element must have a minimum credit total entered and at least one CORE Subject Area selected. The Total CORE Credit line items only work in conjunction with the CORE Overflow tab.

Line Item: Math

					Element
					Total Core Credits >= 3 CoreStd[MTO] IC MM-Pass HS
					And Total Core Credits >= 1 CoreStd[MTA] IC MM-Pass HS
↑ Move Up ↓ Move Down ← Outdent → Indent (Split Group / Start New Group Std: Areas of Study IC: Include current courses Sub: Subject Areas IR: Include requests Dept: Departments HS: High School credit courses only					
Total Credits					<input type="button" value="Add Element"/> <input type="button" value="Close"/>

Task #11: Eligibility Rule Assignments

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

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

Eligibility Rule Assignments

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

Ad-hoc Membership: Public and Private

Grade Level: Active Students Only:

Primary Rule: Secondary Rule:

Fill out the search criteria and click **Search** to display students meeting that criteria.

Eligibility Rule Assignments

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

Mass Update Options:

Primary Rule: Override current primary rule

Secondary Rule: Override current secondary rule

Search Results:

<input type="checkbox"/>	Number	Student	Grade Level ▲	Primary Rule	Secondary Rule
<input type="checkbox"/>	701007015	ADKINS, ASHLEY	10		
<input type="checkbox"/>	17127	BAIRD, HERMAN	10		
<input type="checkbox"/>	11394	BARKER, DEREK	10		
<input type="checkbox"/>	11027	BASS, SHELLY	10		
<input type="checkbox"/>	701016909	BECKER, KATHERINE	10		

Enter the Mass Update Options. Clicking the Override checkbox will override the specified rule with the new Mass Update Option rule that was selected.

Select the students to be updated by checking the checkbox beside their Student Number in the Search Results grid. All students can be selected/de-selected by checking the check box beside the Number column header.

Click **Update Selected** to update the selected (checked) students with the selected Mass Update Options. The screen will refresh and display the new Primary and Secondary Rule.

Task #12: Student Profile Bulk Update

Update the Primary Graduation Rule or Alternate Graduate Rule of selected students via the Student Profile Bulk Update.

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

Student Profile Bulk Update

Make bulk updates to students' profiles

Selected ad hoc membership: 12th graders Madison HS
Number of students in selected ad hoc membership: **12**

Select ad hoc Student record Annual record FS-Standing & FD-Attributes-Effective Date FN-Attributes-No Date FN-Graduate Review updates

Select the checkbox next to the field(s) you wish to edit.
If a checkbox is selected and the value left blank, any existing value(s) in the field(s) are cleared from student profiles unless they are otherwise noted as required.

< Back Next >

<input type="checkbox"/> Citizenship:	<input type="checkbox"/> Pri. Graduation Rule:
<input type="checkbox"/> Country of Origin:	<input type="checkbox"/> Alt. Graduation Rule:
<input type="checkbox"/> Native Language:	<input type="checkbox"/> Building Progression Track:
<input type="checkbox"/> Home Language:	<input type="checkbox"/> Birthdate Verified With:
<input type="checkbox"/> Local Ethnic Category:	<input type="checkbox"/> Requires Paper Copy of Report Card:

Hispanic/Latino and Racial Group(s) can only be bulk updated as a group, not individually.

Task #13: Student Profile Update – Additional tab

Update the Primary Graduation Rule or Alternate Graduate Rule of a selected student via the Student Profile – Additional tab.

Navigation: StudentInformation – SIS – Student – Edit Profile

Edit Student Profile

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

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

Save Cancel

Last Modified: 03/11/2019 2:49 PM by User: amy

Primary Building: MADISON HIGH SCHOOL Country of Origin:

Special Ed: Citizenship: 04 - United States citizen

Building Progression Track: HS - Hs Graduation Year:

New School: MADISON HIGH SCHOOL

Pri. Graduation Rule: Alt. Graduation Rule:

Counselor: -- Select Counselor -- Scheduling Priority: 5

Show grade appropriate counselors only Locker Assignments: Assign Primary Locker

Team: Homeroom: View / Assign Homeroom

Include in Honor Roll: Flags: 1 2 3 4 5

Include in Ranking:

Include in GPA:

Requires Paper Copy of Report Card:

Task #14: Review Building Grade Level defaults

Primary and Alternate Graduation Rules can be defaulted by grade level.

Navigation: StudentInformation – Management – School Administration – Grade Level Administration – Building Grade Levels

Building Grade Levels Maintenance

From this screen, you can display, add, change and delete data pertaining to building grade levels.

Grade Level:*

Grade Specific Registration Default Data

Counselor:

Scheduling Priority:

Include in Honor Roll:

Include in Ranking:

Include in GPA:

Pri. Graduation Rule:

Alt. Graduation Rule:



Task #15: Set Student Miscellaneous Values

If you are using Miscellaneous Items for graduation requirements, you will need to set values for those Items for each student. Select from drop-down menus or enter numeric values, and click **Save** to save those values for that student. The trash can icon clears that Item's value for that student (though you still have to click "Save" to save the cleared value).

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

Graduation / Eligibility Miscellaneous Values

Users can view / edit / delete student graduation / eligibility miscellaneous items from this screen.

	Code	Name	Value
	MEET	Meet with Counselor	<input type="text" value="2"/>
	PORT	Senior Portfolio	<input type="text" value="True"/>

Task #16: Enter Student Community Service

If you are using Community Service for graduation requirements, you will need to enter community service. For Community Service hours to count towards graduation/eligibility rules, make sure to check the **Include in Graduation / Eligibility** checkbox.

Navigation: StudentInformation – SIS – Student – Community Service

Student Community Service Hours						
From this screen, you can display, add, change and delete data pertaining to a student's community service hours.						
Add Hours						
		School Year	Date Served	Description	Is Grad. (Hours)	Hours
		2016 - 2017			(5.00)	5.00
		2016-2017	08/01/2016	volunteer	<input checked="" type="checkbox"/>	5.00

Task #17: Check Exemptions on FN-Graduate tab

If you are using Exemptions in Graduation Eligibility line items, you will need to ensure the FN Exemptions are filled out on the student's FN-Graduate tab of their profile.

Navigation: StudentInformation – SIS – Student – Edit Profile

Edit Student Profile	
From this screen, you can display and change information regarding a students profile.	
General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation	
Save Cancel	
Last Modified: 02/1/2022 10:58 AM by User: Amy	
Student is a Non-Attending Graduate: <input type="checkbox"/>	
Non-Attending Graduates	
Courses Completed IRN:	<input type="text"/> - <input type="text"/> <input type="button" value="Q"/>
Courses Completed Date:	<input type="text"/> <input type="button" value="📅"/>
Maintenance of the following graduation elements has been moved to Student Graduation Points - Student Exemptions/Requirements	
Graduation Date:	<input type="text"/>
Diploma Type:	* - Not Applicable ▼
CORE Economics and Financial Literacy Requirement Met:	N - District has not determined this student met requirement ▼
CORE Fine Arts Requirement Met:	N - District has not determined this student met requirement ▼
CORE Graduation Requirement Exemption:	* - Student has not opted out of Ohio Core requirements (default) ▼
Exempted from Physical Education Graduation Requirement:	N - District not adopted policy or student has not met all of policy re ▼
OGT Graduation Alternative:	0 - Not Used ▼
Military Compact Graduation Alternative:	0 - Student is not using the military compact alternative ▼
Proficient Foreign Languages:	<input type="text"/>

These fields are read-only on the FN-Graduate tab. They are maintained on the Student Exemptions / Requirements screen under the EMIS Graduation Elements section.

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

Student Exemptions / Requirements Update Exemptions

> Graduation Plan Details

▼ EMIS Graduation Elements

Last Modified: 02/1/2022 10:58 AM by User: Amy

Student is a Non-Attending Graduate:

CORE Economics and Financial Literacy Requirement Met: N - District has not determined this student met requirement ▼

CORE Fine Arts Requirement Met: N - District has not determined this student met requirement ▼

CORE Graduation Requirement Exemption: * - Student has not opted out of Ohio Core requirements (default) ▼

Exempted from Physical Education Graduation Requirement: N - District not adopted policy or student has not met all of policy re ▼

Graduation Date:

Diploma Type: * - Not Applicable ▼

OGT Graduation Alternative: 0 - Not Used ▼

Military Compact Graduation Alternative: 0 - Student is not using the military compact alternative ▼

Proficient Foreign Languages:

Task #18: Student Eligibility Details

This screen allows the user to run Eligibility Rules on the fly and to view the details behind the eligibility rules for a selected student. This screen displays details for Eligibility, Assessment, Course Section Assignments, Community Service, Course History, GPA History, Miscellaneous Eligibility, and Course Requests by clicking on the appropriate link.

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

Eligibility Rule - DONOVAN, PEDRO Jr.			
This screen allows you to review student eligibility details			
<small>Std: Areas of Study Sub: Subject Areas Dept: Departments</small> <small>IR: Include requests IC: Include current courses HS: High School credit courses only</small>			
Eligibility	Assessments	Assignments	Community
Crs History	GPA History	Misc Elig	Requests
Description	Student	Required	Result
Rule: 2014 & Beyond CORE Requirements			Not Met
Line Item: Phys Ed			-
Total Core Credits >= 0.5 CoreStd[PHE] IC MM-Pass HS	.25	50	-
Or [Exemption From PE] = True	False	True	-
Line Item: Math			Met
Total Core Credits >= 3 CoreStd[MTO] IC MM-Pass HS	3.00	3.00	Met
And Total Core Credits >= 1 CoreStd[MTA] IC MM-Pass HS	1.00	1.00	Met
Line Item: OGT			Met
Assessment [OGT - MATH] Default minimum score	Pass	Pass	Met
And Assessment [OGT - READ] Default minimum score	Pass	Pass	Met
And Assessment [OGT - SSC] Default minimum score	Pass	Pass	Met
And Assessment [OGT - SCI] Default minimum score	Pass	Pass	Met
And Assessment [OGT - WRI] Default minimum score	Pass	Pass	Met

Assessments

Testing Date	Test	Part	Test Type	Raw Score	Scaled Score	Reported Score	Passing	Building IRN
03/2015	OGT	MATH	STR	460	552.00	552	✓	001701
03/2015	OGT	READ	STR	360	442.00	442	✓	001701
03/2015	OGT	SCI	STR	405	457.00	457	✓	001701
03/2015	OGT	SSC	STR	395	455.00	455	✓	001701
03/2015	OGT	WRI	STR	350	429.00	429	✓	001701

Course Section Assignments

Total Assigned Course Credits:6.00 Total Earned Course Credits:0.00 Total Credits Remaining To Be Earned:6.00

Code	Course	Area Std	Subj Area	Dept	Crs Term	In Crs Hist	HS Cred	In Grad/Elig	Status	Start Date	End Date	Crs Credits	Earned Credits
0007	TRANS READ I	ELE		LGA	Semester 1	✓	✓	✓	Assigned	Aug 24, 2016		0.50	
INSTB	Inst Str	ELE			Semester 2	✓	✓	✓	Assigned	Jan 04, 2017		0.50	
0014	ENGLISH 12	ENG		LGA	All Year	✓	✓	✓	Assigned	Aug 17, 2016		1.00	
0109	WORLD GEOG/CULT	SOC		SST	Semester 2	✓	✓	✓	Assigned	Jan 04, 2017		0.50	
0189	FIT AWARENESS	ELE			Semester 1	✓	✓	✓	Assigned	Aug 24, 2016		0.50	

Community Service

Refresh Community Service

School Year	Date Served	Description	In Grad.	Hours
2016 - 2017			(5.00)	5.00
2016-2017	08/01/2016	volunteer	✓	5.00

Course History

Total Credit Earned:19.50

School	School Year	Code	Course	Area Std	Subj Area	Dept	Rpt Term	Mark Type	Mark	In Crs Hist	HS Cred	In Grad/Elig	Attempted	Earned
Batavia High School	2015-2016	0007	TRANS READ I	ELE		LGA	Fin	Final Mark	81.00	✓	✓	✓	0.50	0.50
Batavia High School	2015-2016	0007	TRANS READ I	ELE		LGA	Fin	Final Mark	78.15	✓	✓	✓	0.50	0.50
Batavia High School	2015-2016	0017	ENGLISH 11	ENG		LGA	Fin	Final Mark	70.16	✓	✓	✓	1.00	1.00
Batavia High School	2015-2016	0057	PHYSICS CONC A	SCI	SCP	SCI	Fin	Final Mark	67.93	✓	✓	✓	0.50	0.50
Batavia High School	2015-2016	0058	PHYSICS CONC B	SCI	SCP	SCI	Fin	Final Mark	93.89	✓	✓	✓	0.50	0.50
Batavia High School	2015-2016	0079	GEOMETRY	MTH		MTH	Fin	Final Mark	74.38	✓	✓	✓	1.00	1.00
Batavia High School	2015-2016	0117	GOVERNMENT	SOC	SOG	SST	Fin	Final Mark	47.70	✓	✓	✓	1.00	0.00
Batavia High School	2015-2016	0221	SPANISH I	ELE	FLA	FLG	Fin	Final Mark	62.98	✓	✓	✓	1.00	1.00

GPA History

GPA Set	Formula	Reporting Terms	Mark Credit Types	Add-On	Difficulty Points	Prev. Years								
Cum Gpa	GPA by Course Count	Qtr1,Q1-2,Q1-3,Q1-4,Qtr2,Q2-2,Q2-3,Q2-4,Qtr3,Q3-2,Q3-3,Q3-4,Qtr4,Q4-2,Q4-3,Q4-4	Progress 1, Progress 2, Progress 3, Progress 4			✓								
Calculation			Date	Points	Course Count	GPA								
GPA based on current GPA configuration			03/1/2019 3:05 PM	369.000	31	3.618								
Year	Code	Abbr	Term	Include in Total Credits	Include in GPA	Is HS Credit	Type	Mark	Crd Type	Is Earned	In GPA	Pt Val	Crd Earn	Crs Crd
2015-2016	299H	H ENG 9	FULL	✓	✓	✓	Mark	A-	Progress 1	✓	✓	4.000	1.000	1.000
2015-2016	299H	H ENG 9	FULL	✓	✓	✓	Mark	B+	Progress 1	✓	✓	3.000	1.000	1.000
2015-2016	299H	H ENG 9	FULL	✓	✓	✓	Mark	C+	Progress 1	✓	✓	2.000	1.000	1.000
2015-2016	299H	H ENG 9	FULL	✓	✓	✓	Mark	B+	Progress 1	✓	✓	3.000	1.000	1.000
2015-2016	421	SPAN 1	FULL	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000
2015-2016	421	SPAN 1	FULL	✓	✓	✓	Mark	A	Progress 1	✓	✓	4.000	1.000	1.000

Miscellaneous Eligibility

Code	Name	Value
MEET	Meeting	2
PORT	Senior Portfolio	True

Course Requests

SchoolYear	Code	Course	Priority	Request Status	Area Std	Subj Area	Dept	In Crs Hist	HS Cred	In Grad/Elig	Assigned Section	Course Credits
2018-2019	305	AP ENG	8	Approved	ENG		ENG	✓	✓	✓	1	1.00
2018-2019	424	SPANISH 4	2	Approved	FOR		LAN	✓	✓	✓		1.00
2018-2019	554	PRE-CALCULUS	8	Approved	MTH		MTH	✓	✓	✓		1.00
2018-2019	613	CONCERT CHOIR	2	Approved	EL		MUS	✓	✓	✓		1.00
2018-2019	813	IT CAPSTONE	8	Approved	EL		VOC	✓	✓	✓	1	1.00
2018-2019	814	DESGN TECHS	8	Approved	EL		VOC	✓	✓	✓	2	1.00
2018-2019	815	MULT/IMG MGT	8	Approved	EL		VOC	✓	✓	✓		1.00

Task #19: Eligibility Report (R208)

The Eligibility Report lists all students meeting various filters and lists the student's Graduation/Eligibility status for each selected Rule (Primary and/or Secondary), and/or for the Rule selected in the **Choose Rule** drop-down menu. Check **Recalculate** to recalculate student graduation/eligibility status. Check **Show Details** to view each Line Item Element's status.

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

Report: R208		MADISON HIGH SCHOOL							
Printed Fri, Mar 01, 2019, 3:11 PM		Eligibility Report							
Id	Student Name Program	Counselor Team	Sex	Status	Grad Year Home School IRN	Grade	GPA	Rank	Birth
39153	MIKE DANIEL 8112 - IM II		M	A		12			12/28/2000
Description	Student Value	Required Value	Result						
2014CORE - 2014 & Beyond CORE Requirements			Unmet						
Phys Ed			Met						
(Total Core Credits >= 0.5 CoreStd[PHE] IC MM-Pass HS						.50	.50	Met	
Or [Exemption From PE] = True)						False	True	--	
English			Met						
Total Core Credits >= 4 CoreStd[ENG] IC MM-Pass HS						4.00	4.00	Met	
Health			Met						
Course [HEALTH] required. IC						650	650	Met	
Math			Met						
Total Core Credits >= 3 CoreStd[MTO] IC MM-Pass HS						3.00	3.00	Met	
And Total Core Credits >= 1 CoreStd[MTA] IC MM-Pass HS						1.00	1.00	Met	
Science			Met						
Total Core Credits >= 1 CoreStd[SCL] IC MM-Pass HS						1.00	1.00	Met	
And Total Core Credits >= 1 CoreStd[SCP] IC MM-Pass HS						1.00	1.00	Met	
And Total Core Credits >= 1 CoreStd[SCA] IC MM-Pass HS						1.00	1.00	Met	
Soc Studies			Met						
Total Core Credits >= 0.5 CoreStd[SOH] IC MM-Pass HS						.50	.50	Met	

Task #20: Eligibility Letters

Eligibility Letters will be printed for students who match the selected criteria. Letters can be printed for eligible, ineligible, or both students for a particular graduation/eligibility rule.

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

MADISON HIGH SCHOOL 600 ESLEY LANE MANSFIELD OH, 44905 (419) 589-2112	
MIKE DANIEL 5000 DANIEL Road Mansfield, OH 44905-2723	Friday, March 1, 2019
Homeroom: Counselor: None	
MIKE DANIEL has been assessed to see if he or she meets the requirements to be eligible to graduate.	
2014CORE - 2014 & Beyond CORE Requirements	Unmet Student has not met the graduation requirements.
MIKE DANIEL is not eligible to graduate	

Task #21: Grade Card Graduation/Eligibility Display

Eligibility information displays on certain grade card formats. Check the boxes to use student's Primary and/or Secondary Rules, and/or select a Rule from the **Choose Graduation Eligibility Rule** drop-down menu (please note that running an R700 with both Rules checked and a third Rule selected is likely to cause text to overlap on the R700 output). Check the **Recalculate Graduation Eligibility** box to recalculate students' status for the selected Rule(s). On the grade card, the Rule's **Passing Text** will display for each Rule if the student passes the Rule, and the Rule's **Failing Text** will display for each Rule if the student does not pass the Rule.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Report Card Formatter (R700)

Student Graduation Eligibility Rule: <input type="checkbox"/> Primary	i Select to view the student(s) primary and secondary Graduation Eligibility rule(s) in the report.
<input type="checkbox"/> Secondary	
Choose Graduation Eligibility Rule: <input type="text"/>	i Choose a Graduation Eligibility rule from the list to include in the report.
Mark Type*: <input type="text"/>	i Choose the mark type to use in current year's total credits calculation. The mark type is only required if Primary, Secondary, or a specific Rule are chosen.
Recalculate Graduation Eligibility: <input type="checkbox"/>	i Check recalculate to refresh the student's Graduation Eligibility data (slower) or Uncheck recalculate to view the student's cached Graduation Eligibility data (faster).

R700 Formats that have been formatted to fit Graduation/Eligibility information (you may need to adjust further or try a different format, as most R700 formats dynamically adjust size depending on the quantity of course/mark information):

- Formats 1, 2, 3, 4, 20, 21, 30, 31, 40, and 41
- Format AllYear2

If you are using a unique Custom format, you can use the keywords **RuleName** and **RuleResult** to display a Graduation/Eligibility Rule's Name and its Passing or Failing Text, respectively. See the *Report Formatters Design Specification* for more information on using these Custom Format keywords in your own custom formats.

Graduation Eligibility	
GRADUATION ELIGIBILITY RULE NAME	GRADUATION ELIGIBILITY RULE RESULT
2014 & Beyond CORE Requirements	NOT MET

Task #22: Print Grad Ver line items on Transcripts

Transcripts have the ability to print line items for a Grad Ver rule setup in the building and year in context. Transcripts will print the following types of line items:

- Assessment
- Community Service
- Course
- Exemption
- GPA
- Miscellaneous
- Total Credit
- Total Core Credits

Student Transcript							10/22/2013					
Kalida High School 301 N. 3RD STREET KALIDA, OH 45853 Kalida Local SD												
2009							Attendance					
GRADE	SCHOOL NAME	COURSE NAME	IN GPA	FNL	CRED ATTM	CRED EARN	SCHOOL YEAR	SCHOOL	DAYS PRESENT	DAYS ABSENT	TIMES TARDY	
08	Kalida HS	HEALTH	Yes	A	0.500	0.500	2009	KAHS	188.50	5.50	1.00	
2010												
GRADE	SCHOOL NAME	COURSE NAME	IN GPA	FNL	CRED ATTM	CRED EARN						
09	Kalida HS	ALGEBRA I	Yes	A	1.000	1.000						
09	Kalida HS	CHORALE	Yes	A+	1.000	1.000						
09	Kalida HS	ENGLISH 9	Yes	A	1.000	1.000						
09	Kalida HS	P.E.C.SCIENCE	Yes	A	1.000	1.000						
09	Kalida HS	PHYSICAL EDUCATION 9/10	No	P	0.500	0.500						
09	Kalida HS	PRINCIPLES BIOMEDICAL S	Yes	A	1.000	1.000						
09	Kalida HS	SPANISH I	Yes	A	1.000	1.000						
09	Kalida HS	WORLD STUDIES-1750 TO P	Yes	A	1.000	1.000						
2011							OGT					
GRADE	SCHOOL NAME	COURSE NAME	IN GPA	FNL	CRED ATTM	CRED EARN	GRD	TEST PART	DATE	SCORE	P/F	
10	Kalida HS	ALGEBRA II	Yes	A	1.000	1.000	10	Math	3/1/2012	484	Passed	
10	Kalida HS	AP U.S. HISTORY	Yes	A	1.000	1.000	10	Reading	3/1/2012	448	Passed	
10	Kalida HS	APPLIED BIOLOGY I	Yes	A	1.000	1.000	10	Science	3/1/2012	459	Passed	
10	Kalida HS	CHORALE	Yes	A	1.000	1.000	10	Social Studies / C	3/1/2012	400	Passed	
10	Kalida HS	COMPUTER APPLICATIONS	Yes	A	0.830	0.830	10	Writing	3/1/2012	442	Passed	
10	Kalida HS	ENGLISH 10	Yes	A	1.000	1.000						
10	Kalida HS	MONEY MATTERS	Yes	A	0.500	0.500						
10	Kalida HS	SPANISH II	Yes	A	1.000	1.000						
2012							Total Credits					
GRADE	SCHOOL NAME	COURSE NAME	IN GPA	FNL	CRED ATTM	CRED EARN	SCHOOL YEAR	SCHOOL NAME	CRED ATTM PRO	CRED EARN PRO		
11	Kalida HS	CHEMISTRY	Yes		0.000	0.000	2009	Kalida High School	0.500	0.500		
11	Kalida HS	CHORALE	Yes		0.000	0.000	2010	Kalida High School	7.500	7.500		
11	Kalida HS	EASTERN WORLD STUDIES	Yes		0.000	0.000	2011	Kalida High School	7.130	7.130		
11	Kalida HS	ENGLISH 11/WSU 101	Yes		0.000	0.000	2012	Kalida High School	0.500	0.500		
11	Kalida HS	FICTION ON FILM	Yes	A	0.500	0.500	2012	Kalida High School	0.000	0.000		
11	Kalida HS	GEOMETRY	Yes		0.000	0.000	Credits Total:				15.83	15.83
11	James A. Rhodes State C	PS PSYCH.	Yes		0.000	0.000						
11	Kalida HS	SPANISH III	Yes		0.000	0.000						
Credit Summary												
DESCRIPTION		REQUIRED	CURRENT									
English		4.000	3.500									
Health		0.500	0.500									
Math		3.000	3.000									
Phys Ed		0.500	0.000									
Science		3.000	3.000									
Soc Studies		3.000	2.500									
Electives		5.000	1.130									
OGT		Yes	Yes									
Total Credits		20.000	21.760									
Course 1005		Yes	No									
Community Service		Yes	No									
Total credit		1.000	1.130									
GPA		Yes	Yes									
Misc		Yes	No									