



# **ProgressBook StudentInformation Graduation Eligibility Guide**



*StudentInformation*

# **ProgressBook StudentInformation Graduation Eligibility Guide**

(This document is current for v18.9.0 or later.)

© 2021 Software Answers, LLC. All Rights Reserved. All other company and product names included in this material may be Trademarks, Registered Trademarks, or Service Marks of the companies with which they are associated. Software Answers, LLC reserves the right at any time and without notice to change these materials or any of the functions, features, or specifications of any of the software described herein.

# Change Log

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

Product Version	Heading	Page	Reason
18.9.0	Entire Guide	N/A	Separated guide from the <i>StudentInformation Graduation Points and Eligibility Guide</i> .
18.0.0	<a href="#">“Add Maximum Credit Groups to the Graduation Eligibility Rule”</a>	11	Updated text to reflect new course typeahead find feature.
18.0.0	<a href="#">“Add/Edit Course Element”</a>	30	Updated text to reflect new course typeahead find feature.

# Table of Contents

<b>Change Log</b>	<b>i</b>
<b>Table of Contents</b>	<b>ii</b>
<b>Graduation/Eligibility Overview</b>	<b>1</b>
Understanding the Graduation/Eligibility Module.....	1
Graduation/Eligibility Outline and Flow .....	1
<b>Graduation/Eligibility Maintenance</b>	<b>3</b>
Miscellaneous Item Maintenance.....	3
Add/Edit Graduation/Eligibility Miscellaneous Items .....	3
CORE Overflow Maintenance.....	5
Create CORE Overflow Rules .....	5
Rule Maintenance.....	7
Add/Edit Rule .....	8
Copy Rule .....	38
Delete Rule .....	39
<b>Graduation Eligibility</b>	<b>41</b>
Assigning Graduation/Eligibility Rules .....	41
<b>Student Graduation/Eligibility</b>	<b>45</b>
Miscellaneous Values .....	45
<b>Eligibility Report (R208)</b>	<b>54</b>
<b>Eligibility Letters</b>	<b>58</b>

# Graduation/Eligibility Overview

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

---

## Understanding the Graduation/Eligibility Module

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

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

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

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

---

## Graduation/Eligibility Outline and Flow

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







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

# Graduation/Eligibility Maintenance

## Miscellaneous Item Maintenance

**Navigation: StudentInformation > Management > School Administration > Graduation/Eligibility > Miscellaneous Items**

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


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

Show Active Only

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


Records on this screen are not deleted, but are inactivated instead. To reactivate a record, see [“Add/Edit Graduation/Eligibility Miscellaneous Items.”](#)


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

 – This Miscellaneous Item was created at a higher level, and cannot be edited or deleted at this level.

Add/Edit Graduation/Eligibility Miscellaneous Items

To add a Graduation/Eligibility Miscellaneous Item, click **Add Item**.

To edit a Graduation/Eligibility Miscellaneous Item, click  in the corresponding row.

To view and edit an inactive Graduation/Eligibility Miscellaneous Item, deselect **Show Active Only** to reveal all inactive items. You can now click  to edit it.


















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

Find Students [ ] Go To [ ]

### Graduation / Eligibility Miscellaneous Items

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

[Add Item](#)

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

Show Active Only

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

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

### Graduation / Eligibility Miscellaneous Items

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

Code: \*

Name: \*

Description:

Data Type:  Numeric  True/False

IsActive:

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

**Code** (required) – Enter a code (up to eight characters) for this Miscellaneous Item.

**Name** (required) – Enter a name for this Miscellaneous Item.

**Description** (optional) – Enter a description for this Miscellaneous Item.

**Data Type** (required) – Select Numeric or True/False. Numeric Items require an integer value entered if used as a Line Item criterion.



**IsActive** (required) - Select the checkbox to indicate the Miscellaneous Item is active. Miscellaneous Items must be Active to use on new Student Records. Deselect this checkbox to reactivate an inactive item. This checkbox is selected by default when you add a new item.

---

## CORE Overflow Maintenance

**Navigation:** StudentInformation > Management > School Administration > Graduation/Eligibility > CORE Overflow

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

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

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

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

### Create CORE Overflow Rules

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

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

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

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

### Core Overflow

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

Name	
 	2013CORE OVERFLOW
 	2014CORE OVERFLOW

[Add New Overflow](#)

Overflow Name: \*

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

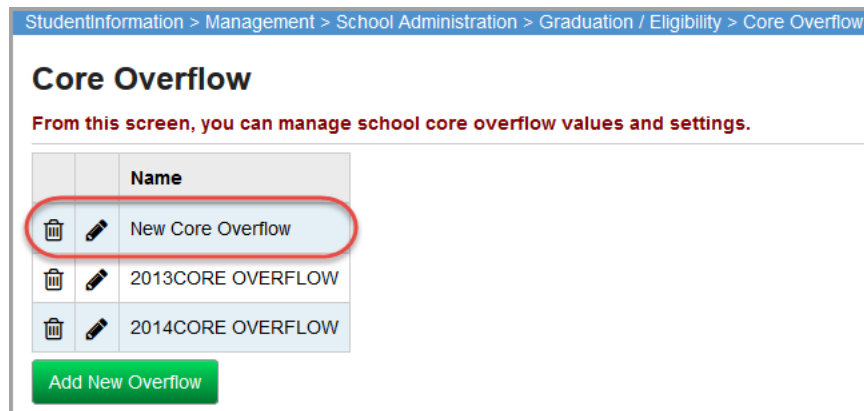
20 Records Displayed [Back To Top](#)

[Save](#)

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

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

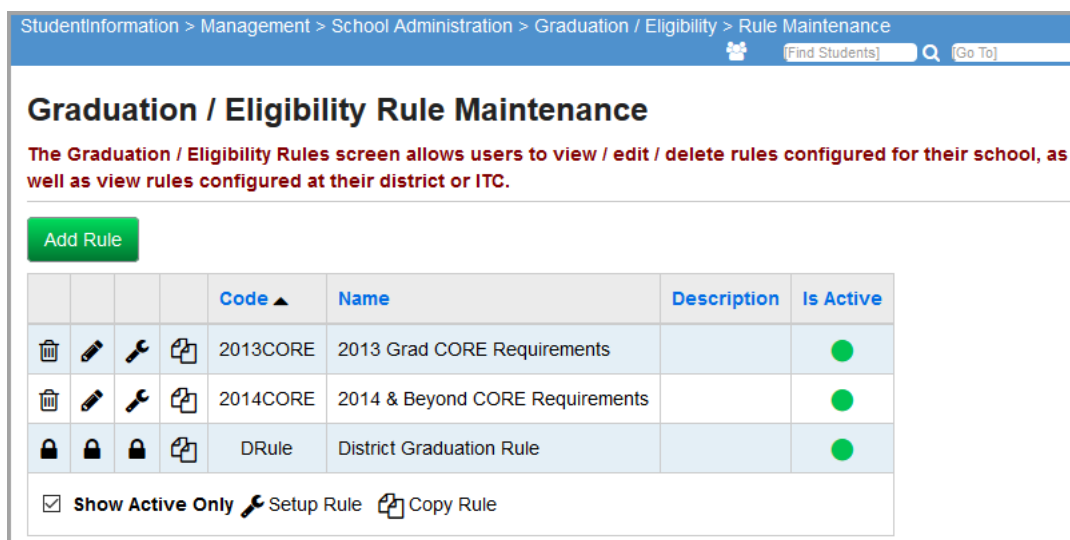
The new rule displays in the grid on the **CORE Overflow** screen.




## Rule Maintenance


**Navigation: StudentInformation > Management > School Administration > Graduation/Eligibility > Rule Maintenance**

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





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


 – Delete this Graduation/Eligibility Rule.


 – Edit this Graduation/Eligibility Rule.

 – Set up Details for this Graduation/Eligibility Rule.

 – Copy this Graduation/Eligibility Rule.

 – This Rule was created at a higher level (district or ITC), and cannot be edited, deleted, or have its details changed at this level.

 – Active Graduation/Eligibility Rule – can be used on new Student Records.

 – Inactive Graduation/Eligibility Rule – cannot be used on new Student Records.

**Show Active Only** – If selected, displays only active Graduation/Eligibility Rules; if deselected, displays both active and inactive Graduation/Eligibility Rules.

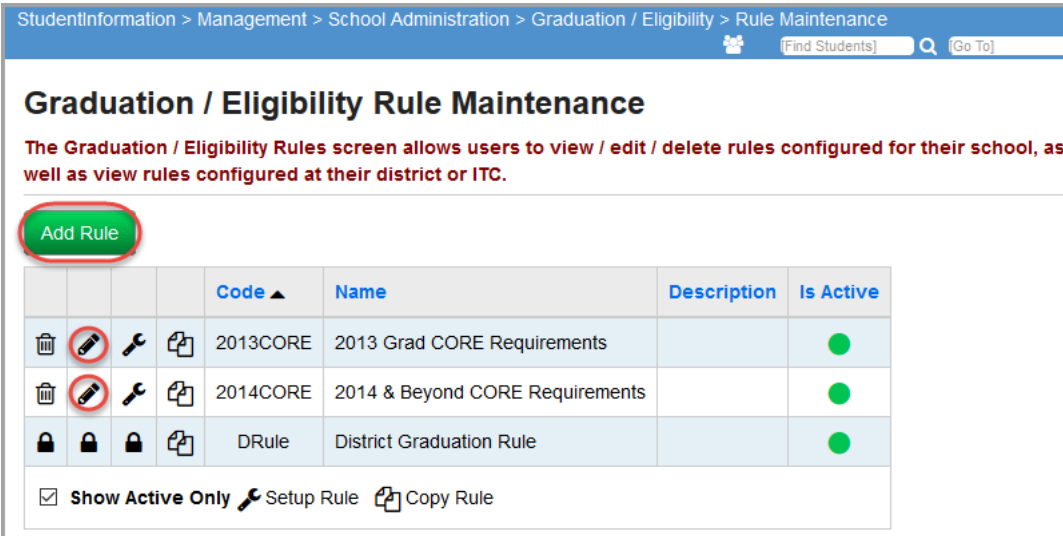
**Add Rule** – Adds a Graduation/Eligibility Rule.
















## Add/Edit Rule



**Navigation: StudentInformation > Management > School Administration > Graduation / Eligibility > Rule Maintenance**

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


Records on this screen are not deleted, but are inactivated instead.




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

Show Active Only  Setup Rule  Copy Rule

To add a Graduation/Eligibility Rule, click **Add Rule**.

To edit a Graduation/Eligibility Rule, click  in the corresponding row.

To view and edit an inactive Graduation/Eligibility Rule, deselect **Show Active Only** to reveal all inactive items. You can now click  to edit it.

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

**Graduation / Eligibility Rule Maintenance**

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

[Add Rule](#)

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

Show Active Only Setup Rule Copy Rule

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

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

**Graduation / Eligibility Rule Maintenance**

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

General | Maximum Credit Groups | Total CORE Credits Line Item Options

Code:\*

Name:\*

Description:

Meets requirements text:

Does not meet requirements text:

IsActive:

Save Cancel Go to setup

**Code** (required) – Code for this Graduation/Eligibility Rule; up to eight characters.

**Name** (required) – Name for this Graduation/Eligibility Rule.

**Description** (optional) – Description of this Graduation/Eligibility Rule.

**Meets requirements text** (optional) – This text is used by report cards when the student meets the requirements for this Graduation/Eligibility Rule.

**Does not meet requirements text** (optional) – This text is used by report cards when the student fails to meet the requirements for this Graduation/Eligibility Rule.

**IsActive** – Select the checkbox to indicate the Graduation/Eligibility Rule is active. Graduation/Eligibility Rules must be Active to use on new Student Records. Deselect this checkbox to reactivate an inactive rule. This checkbox is selected by default when you add a new rule.

**Save** – Saves current Graduation/Eligibility Rule and returns to **Graduation/Eligibility Rule Maintenance** screen where the updated information displays.

**Cancel** – Clears out entered data and returns to the **Graduation/Eligibility Rule Maintenance** screen.

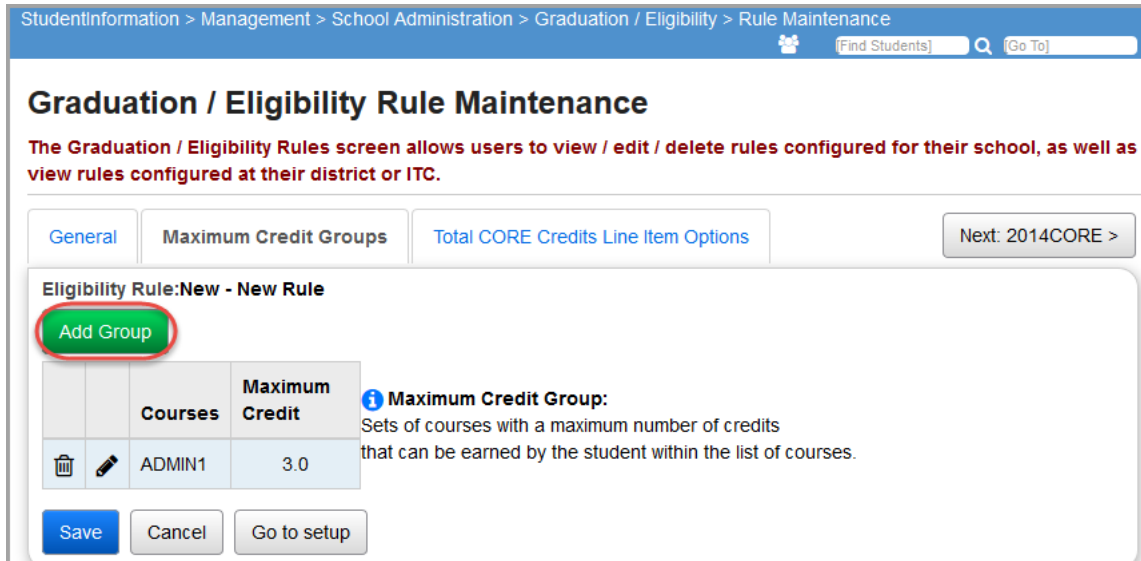
**Go to setup** – Save and go to **Setup Details** for this Graduation/Eligibility Rule. See [“Line Item Element Setup.”](#)

**Maximum Credit Groups** – Click this tab to view, add, edit, or delete the sets of courses with a maximum number of credits that can be earned by the student within the list of courses. For more information, see [“Add Maximum Credit Groups to the Graduation Eligibility Rule.”](#)

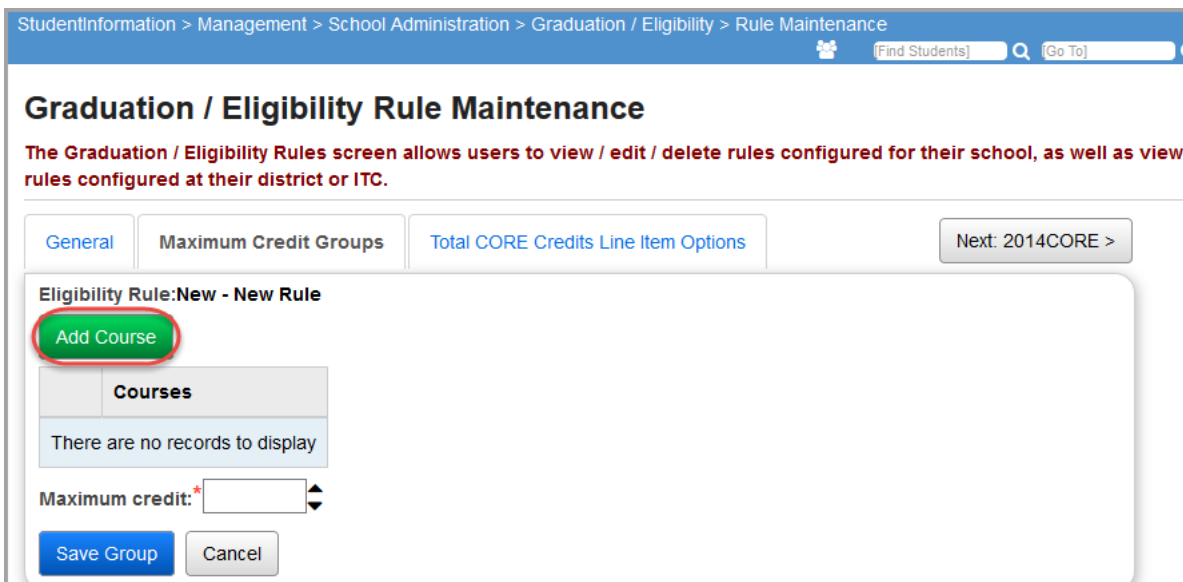
**Total CORE Credits Line Item Options** – Click this tab to view or edit the CORE overflow settings for this Graduation/Eligibility Rule. This tab only applies to Total CORE Credit line items. For more information, see [“Add CORE Overflow Rule to the Graduation/Eligibility Rule.”](#)

### Add Maximum Credit Groups to the Graduation Eligibility Rule

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



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



3. Enter the course code (enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click  to use the Course Selection Wizard for help with searching for particular courses), then click **Save Course**. (For more information on the Course Selection Wizard, see the *ProgressBook StudentInformation Scheduling Guide*)

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

Find Students [Go To]

### Graduation / Eligibility Rule Maintenance

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

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

Eligibility Rule:New - New Rule

Course: \* ARTK  Save Course Cancel

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

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

Find Students [Go To]

### Graduation / Eligibility Rule Maintenance

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

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

Eligibility Rule:New - New Rule

Add Course

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

Maximum credit: \* 3

Save Group Cancel



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

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

[Find Students] [Go To]

## Graduation / Eligibility Rule Maintenance

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

The group was successfully saved

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

Eligibility Rule:New - New Rule

Add Group

		Courses	Maximum Credit
		ADMIN1	3.0
		ARTK, DREAD1, DMATH2	3.0

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

Save Cancel Go to setup

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

## Add CORE Overflow Rule to the Graduation/Eligibility Rule

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

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

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

### Graduation / Eligibility Rule Maintenance

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

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

**Rule Selection**

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

**Credit Selection**

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

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

Include Current Requests:  *Include credit for requested courses.*

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

Save | Cancel | Go to setup

**CORE Overflow Rule** (required) – Select the CORE overflow rule you want to apply to this Graduation/Eligibility Rule.

**Include Current Courses** – Select to include courses the student is currently taking in the CORE overflow count credits.

**Missing Marks Handling** – Select how you want StudentInformation to count current courses for which the marks are missing.

- **Project Pass** – The credits for a course with missing marks are included in the CORE credits calculation as though the student has passed the course.
- **Project Fail** – The credits for a course with missing marks are not included in the CORE credits calculation as though the student has failed the course.

**Include Current Requests** – Select to include credits from the student’s active course requests in the core overflow calculation.

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

### Setup Rule Details

**Navigation: StudentInformation > Management > School Administration > Graduation / Eligibility > Rule Maintenance**

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

Show Active Only Setup Rule Copy Rule

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

			Line Item
			Course Requirements
			Assessment Requirements

Setup Line Item

**Add Line Item**


Back to Rules

**Add Line Item** – Adds Line Item.

**Back to Rules** – Return to the **Graduation/Eligibility Rules** screen.

– Edit Line Item.

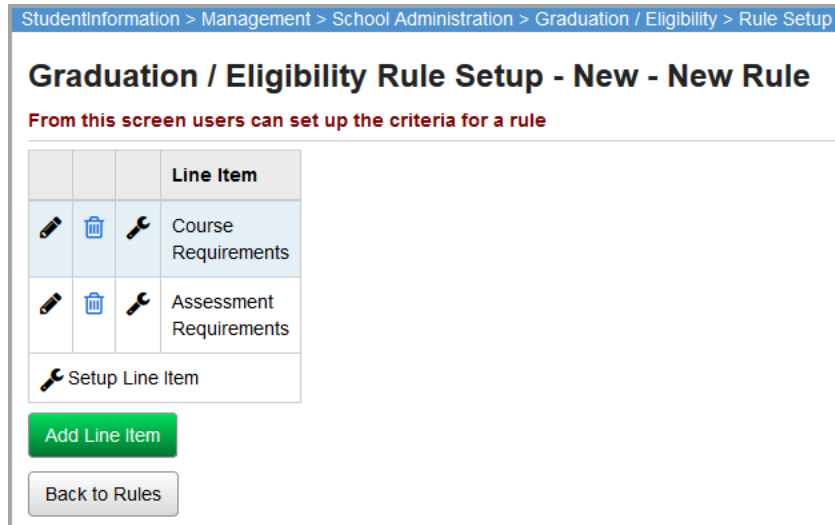
– Delete Line Item.

 – Set up Line Item Elements.

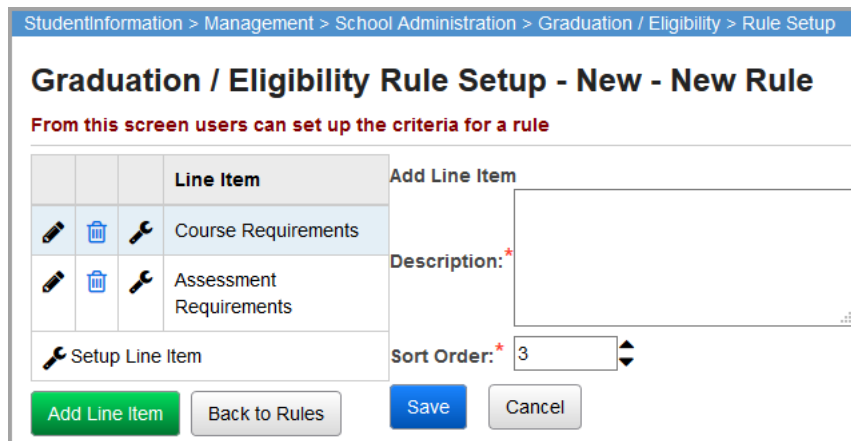
### Add/Edit Line Item

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

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



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



**Description** (required) – Enter the description of this Line Item.

**Sort Order** (required) – The order in which this Line Item displays. When adding a new Line Item, Sort Order defaults to 1 greater than the highest existing Line Item. If you enter a Sort Order that an existing Line Item has, that Line Item and any Line Items with higher Sort Order numbers will each increase by 1.

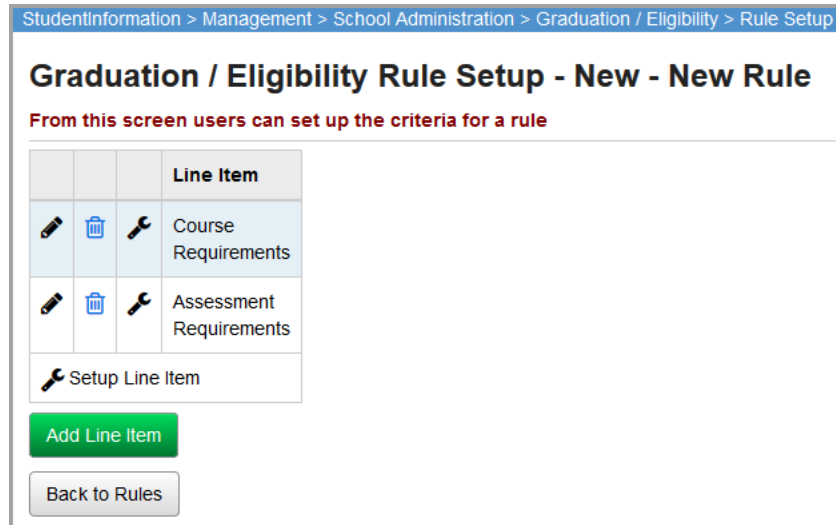
Example: Line Items with Sort Orders of 1, 2 and 3 already exist. Enter 2 for the new Line Item's Sort Order. The original Line Item with Sort Order 2 moves to Sort Order 3, and the original Line Item with Sort Order 3 moves to Sort Order 4.

**Save** – Save this Line Item.

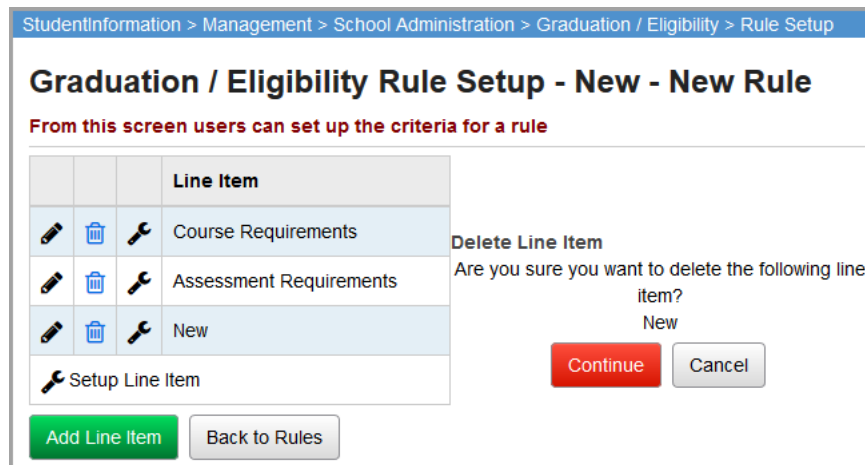
**Cancel** – Clear data entered and close the Add Line Item box.

### Delete Line Item

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



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



**Continue** – Click to delete the Line Item.

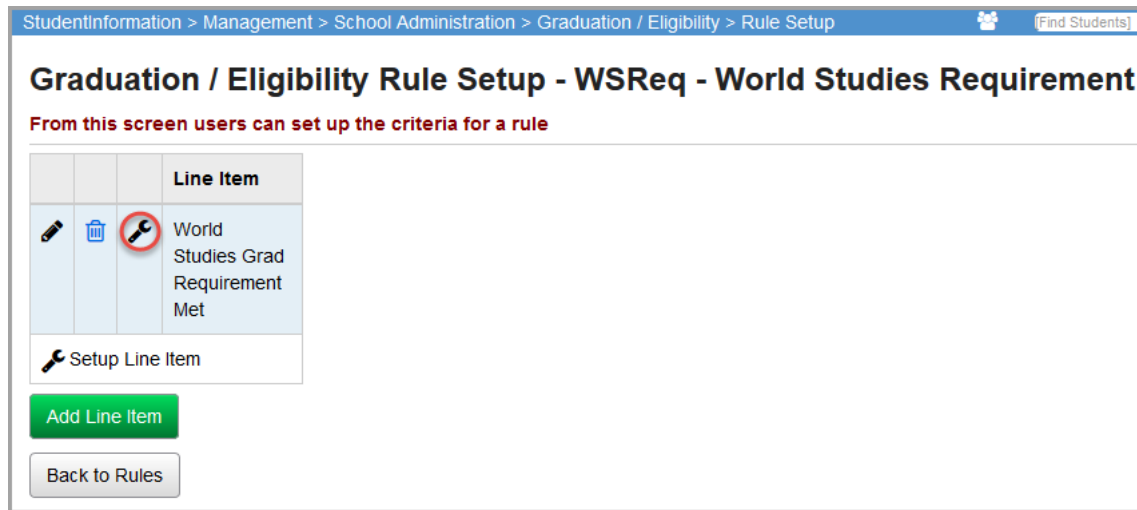
**Cancel** – Click to not delete the Line Item.




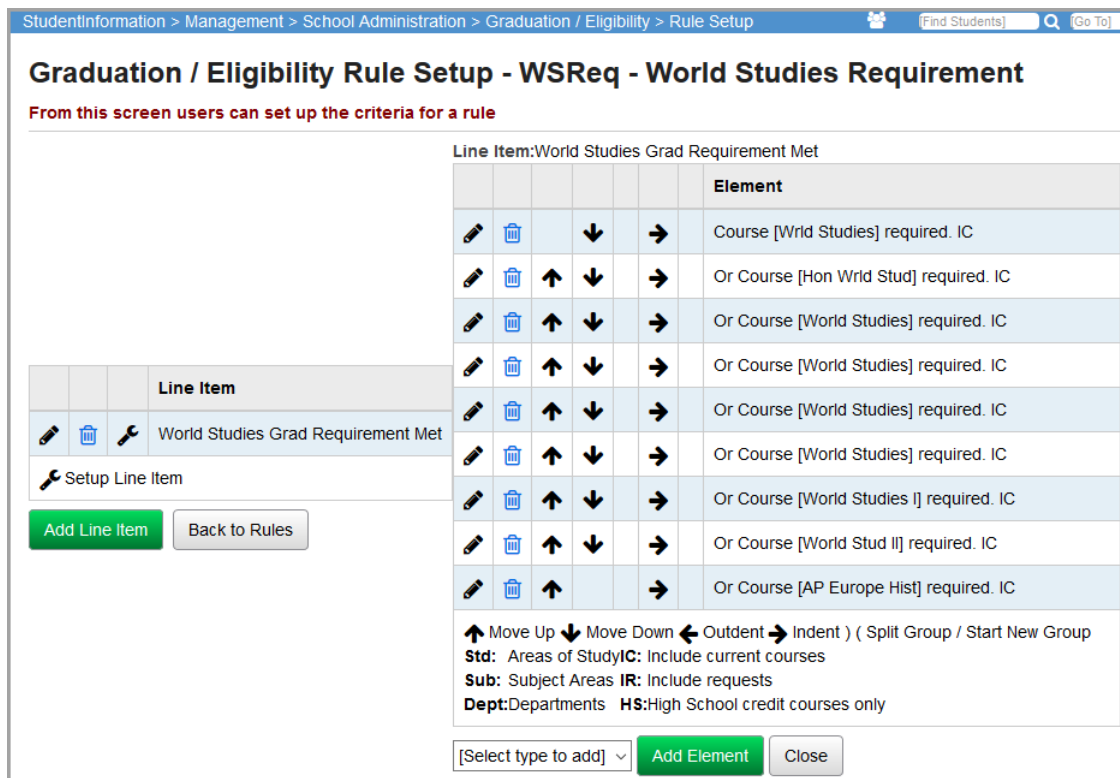
**Caution:** Deleted Line Items are removed completely rather than deactivated, so if you delete a Line Item by accident, you need to re-create the Line Item and any Elements it included.

## Line Item Element Setup

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



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







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

**Close** – Close the Line Item Element box.

 – Edit this Line Item Element.

 – Delete this Line Item Element.

 |  – Move this Line Item Element up or down to easily reorder the line item elements.

 |  – Outdent or Indent this Line Item Element. Indentation works with the Operators at the start of each line after the first line, and each set of indented elements, taken together, is equivalent to one single element with the operator at the start of the indented section.

) ( – Split Group/Start New Group.

This is only available for lines that are part of a group and are not the first line in the group. By selecting this icon, you split the group into two groups. To achieve a rule line item with conditions in the form (a OR b OR c) AND (d OR e OR f), use the user interface to set up a rule in the form (a OR b OR c AND d OR e OR f). Then, click on ) ( by the line with the AND operator. This splits the group into two groups of OR conditions, joined by the AND operator. There is no “undo split” operator, but you can outdent the first line of the group that has been split, and then indent it again. The groups below and above the line you are working on joins back into one group.

### ***How to Read and Set up Indentation***

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

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

The following figure shows the correct setup for this requirement.

**Line Item:** Physical Ed. & Health

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

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

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

Total Credits  Add Element Close

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

The following figure shows correct setup for this requirement.

**Line Item:** Science

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

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

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

Total Credits  Add Element Close



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

The following figure shows the correct setup for this requirement.

**Line Item:** English

						Element
						( Course [ENG-9] required. IC
						) ( Or Course [ADV ENGLISH 9] required. IC )
						And ( Course [ENG-10] required. IC
						) ( Or Course [ADV ENGLISH 10] required. IC )
						And ( Course [ENG-11] required. IC
						) ( Or Course [ADV ENGLISH 11] required. IC )
						And ( Course [ENG-12] required. IC
						) ( Or Course [AD BRIT LI/COMP] required. IC
						) ( Or Course [AP ENGLISH 12] required. IC
						) ( Or Course [SUCCESS] required. IC )
						And Total Credits >= 4 Std[ENG] IC MM-Pass

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

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

Total Credits

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

The following figure shows correct setup for this requirement.

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

The following figure shows correct setup for this requirement.

- **Example 6:** Students are required to take the following courses to fulfill a social studies requirement:

- a. World History
- b. American History
- c. Government & Economics

The following figure shows the correct setup for this requirement.

**Line Item:** Social Studies

						Element
						Course [WORLD HIST] required. IC <span style="float: right;">a</span>
						And Course [AMER HISTORY] required. IC <span style="float: right;">b</span>
						And Course [GOVT & ECON] required. IC <span style="float: right;">c</span>

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

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

Course Add Element Close

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

The following figure shows the correct setup for this requirement.

**Line Item:** Science

						Element
						Course [PHYS SCIENCE] required. IC <span style="float: right;">a</span>
						And Course [BIOLOGY I] required. IC <span style="float: right;">b</span>
						And ( Course [BIOLOGY II] required. IC
						) Or Course [ZOOLOGY] required. IC
						) Or Course [ANT & PHYS] required. IC
						) Or Course [CHEMISTRY] required. IC
						) Or Course [PHYSICS] required. IC
						) Or Course [GEO/ASTRO] required. IC ) <span style="float: right;">c</span>

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

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

[Select type to add] Add Element Close

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

The following figure shows the correct setup for this requirement.

**Line Item:** English

							Element
✎	✖	↓	→				Course [ENG-9] required. IC IR <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px;">a</span>
✎	✖	↑	↓	→			And Course [ENG-10] required. IC IR <span style="float: right; border: 1px solid blue; border-radius: 50%; padding: 2px;">b</span>
✎	✖	↑	↓	←	→		And ( Course [ENG-11] required. IC IR <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px;">c</span>
✎	✖	↑	↓	←	→	)(	Or Course [ENGLISH 11C] required. IC IR ) <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px;">c</span>
✎	✖	↑	↓	←	→		And ( Course [ENG-12] required. IC IR <span style="float: right; border: 1px solid blue; border-radius: 50%; padding: 2px;">d</span>
✎	✖	↑	↓	←	→	)(	Or Course [ENGLISH 12C] required. IC IR <span style="float: right; border: 1px solid blue; border-radius: 50%; padding: 2px;">d</span>
✎	✖	↑			←	→	Or Course [AP ENGLISH 12] required. IC IR ) <span style="float: right; border: 1px solid blue; border-radius: 50%; padding: 2px;">d</span>

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

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

Course

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

The following figure shows the correct setup for this requirement.

**Line Item:** Foreign Language

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

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

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

[Select type to add] ▼  
 Add Element  
 Close

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

The following figure shows the correct setup for this requirement.

The screenshot shows a software interface for setting up a graduation requirement. The title is "Line Item: Science". Below the title is a table with columns for editing icons (pencil, X, up/down arrows, left/right arrows) and a text field for the requirement element. The first row is circled in red and labeled 'a', containing the text "( Total Credits >= 2 Sub[BSC] IC MM-Pass HS )". The second row is circled in blue and labeled 'b', containing the text "And Total Credits >= 1 Sub[PSC] IC MM-Pass HS )". The third row is circled in blue and labeled 'b', containing the text "Or ( Total Credits >= 1 Sub[BSC] IC MM-Pass HS )". The fourth row is circled in blue and labeled 'b', containing the text "And Total Credits >= 2 Sub[PSC] IC MM-Pass HS )". Below the table are navigation buttons: "Move Up", "Move Down", "Outdent", "Indent", and "Split Group / Start New Group". At the bottom, there are fields for "Std: Areas of Study", "Sub: Subject Areas", "Dept: Departments", "IC: Include current courses", "IR: Include requests", and "HS: High School credit courses only". At the very bottom, there is a dropdown menu for "Total Credits", an "Add Element" button, and a "Close" button.

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

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

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

Total Credits ▼     
 Add Element     
 Close

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

The following figure shows the correct setup for this requirement.

**Line Item:** Science

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

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

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

Total Credits  Add Element Close

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

The following figure shows the correct setup for this requirement.

**Line Item:** 9th Grade

						Element
						Course [ENG-9] required. <span style="float: right;">a</span>
						And Course [ALGEBRA I] required. <span style="float: right;">b</span>
						And Course [BIOLOGY I] required. <span style="float: right;">c</span>
						And Course [BIOLOGY II] required. <span style="float: right;">d</span>
						And ( Course [HEALTH 9 B] required. <span style="float: right;">e</span>
						) Or Course [HEALTH 9 G] required. ) <span style="float: right;">e</span>
						And ( Course [PHYS ED 9 G] required. <span style="float: right;">f</span>
						) Or Course [PHYS ED 9 B] required. ) <span style="float: right;">f</span>
						And Course [SOC STUDIES I] required. <span style="float: right;">g</span>

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

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

Course



## Add/Edit Line Item Element

**Navigation: StudentInformation > Management > School Administration > Graduation / Eligibility > Rule Maintenance**

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

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

**Graduation / Eligibility Rule Setup - WSReq - World Studies Requirement**

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

Line Item: World Studies Grad Requirement Met

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

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

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

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

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

### Common Features to Adding/Editing All Element Types

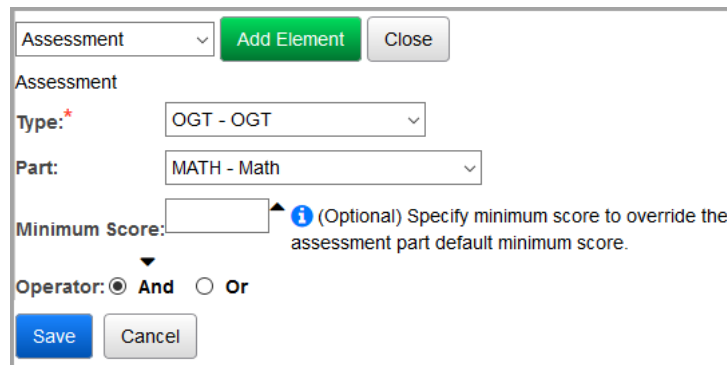
All **Add Line Item Elements** grids have the following features:

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

**Save** – Save this Line Item Element.

**Cancel** – Clears all data entered and closes the Add/Edit Line Item Element grid.

### Add/Edit Assessment Element

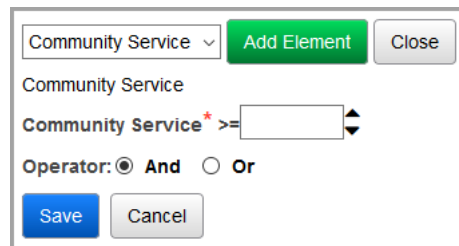


**Type** (required) – Select type of test (8<sup>th</sup> Achievement, OGT, etc.).

**Part** (required or not applicable) – On multi-part tests, select part of test from the drop-down menu; this menu changes for each test.

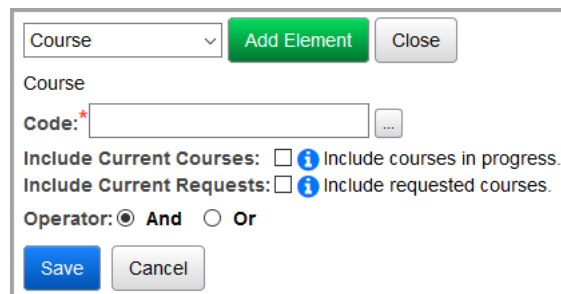
**Minimum Score** (optional) – Specify minimum score to override the assessment part default minimum score. You can leave this blank, and it will use the default minimum score for that assessment part.

### Add/Edit Community Service Element




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

### Add/Edit Course Element



**Code** (required) – Enter a course code (enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature or use the Course Selection Wizard).

 – Click to open the Course Selection Wizard (for more information on the Course Selection Wizard, see the *ProgressBook StudentInformation Scheduling Guide*).

**Include Current Courses** – Yes or No; select this checkbox to count courses currently in progress for passing this Line Item Element. This is notated as IC in the Line Item Element. When looking at current courses, StudentInformation will look at the latest mark of the Mark Type chosen and if the student has a passing mark, they will pass the line item. If no marks have been entered yet, StudentInformation assumes the student will pass the line item.

**Include Current Requests** – Yes or No; select this checkbox to count active course requests for passing this Line Item Element. This is notated as IR in the Line Item Element.

### Add/Edit Exemption Element

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

### Add/Edit GPA Element

**GPA Set** (required) – Select a **GPA Set** from the drop-down list.

**GPA >=** (required) – Enter a minimum GPA required to pass this Line Item Element.

## Add/Edit Miscellaneous Element

Miscellaneous

Miscellaneous

Miscellaneous Item: \*

Value:  True  False

Handle missing values:  Treat missing as True  Treat missing as False

Operator:  And  Or

**i** The chosen miscellaneous item requires a true or false value

**i** If the student has no value for the miscellaneous item, use this value for that student

**Miscellaneous Item** (required) – Select a Miscellaneous Item from the drop-down menu; these are defined on the **Miscellaneous Items Maintenance** screen (see [“Miscellaneous Item Maintenance.”](#))

**Value** (required) – Select **True** or **False**. If True, this Miscellaneous Item is required to pass this Line Item Element. If False, this Line Item Element passes unless this Miscellaneous Item has been checked for the student.

**Handle missing values** (required) – Select **Treat missing as True** or **Treat missing as False**. If the student has no value for the miscellaneous item, use this value for that student.

Miscellaneous

Miscellaneous

Miscellaneous Item: \*

Value:

Handle missing values:

Operator:  And  Or

**i** The chosen miscellaneous item requires an integer value

**i** If the student has no value for the miscellaneous item, use this value for that student

**Miscellaneous Item** (required) – Select a Miscellaneous Item from the drop-down menu; these are defined on the **Miscellaneous Items Maintenance** screen (see [“Miscellaneous Item Maintenance.”](#))

**Value** (required) – Enter a minimum integer value for this Miscellaneous item to pass this Line Item Element.

**Handle missing values** (required) – Enter a value to be used if the student has no value for the miscellaneous item.

### Add/Edit Total Credits Element

Total Credits ▾
Add Element
Close

Total Credits:

Total Credits\* >=

Include Current Courses:  i Include credit for courses in progress.  
i How to handle missing marks in current courses.

Missing Marks Handling: Project Pass ▾

Include Current Requests:  i Include credit for requested courses.

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

---

**Areas of Study:**

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

←  
→  
↔  
↔

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

---

**Subject Areas:**

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

←  
→  
↔  
↔

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

---

**Departments:**

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

←  
→  
↔  
↔

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

---

**CORE Subject Area:**

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

←  
→  
↔  
↔

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

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

Save
Cancel

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

**Include Current Courses** – Yes or No; select this checkbox to count courses currently in progress for passing this Line Item Element. This is notated as IC in the Line Item Element. When looking at current courses, StudentInformation will look at the latest mark of the Mark Type chosen and if the student has a passing mark, they will pass the line item. If no marks have been entered yet StudentInformation assumes the student will pass the line item.

**Missing Marks Handling** – This option determines how marks missing from the included current courses (previous option) are interpreted. Project Pass means that it is assumed that the student will pass the course. Project Fail means that it is assumed that the student will fail the course.

**Include Current Requests** – Yes or No; select this checkbox to count active course requests for passing this Line Item Element. This is notated as IR in the Line Item Element.

**High school credit only** – Yes or No; select this checkbox to only include courses that have been selected as “In High School Credit” for passing this Line Item Element. This is notated as HS in the Line Item Element. This allows the eligibility module to be used by elementary and middle schools if needed.

**Areas of Study** (optional) – If you wish to limit this Line Item Element to particular Areas of Study, move the Area of Study codes to be included to the right box. Credit is only counted for courses in the indicated Areas of Study. All courses are used if there is no selection in the right box. This is notated as Std in the Line Item Element.

**Subject Areas** (optional) – If you wish to limit this Line Item Element to particular Subject Areas, move the Subject Area codes to be included to the right box. Credit is only counted for courses in the indicated Subject Areas. All courses are used if there is no selection in the right box. This is notated as Sub in the Line Item Element.

**Departments** (optional) – If you wish to limit this Line Item Element to particular Departments, move the Departments to be included to the right box. Credit is only counted for courses in the indicated Departments. All courses are used if there is no selection in the right box. This is notated as Dept in the Line Item Element.

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

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

## Add/Edit Total CORE Credits Element

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

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

**CORE Subject Area** – Select the CORE subject area(s) to which the line item element applies.

## Delete Line Item Element

**Navigation: StudentInformation > Management > School Administration > Graduation / Eligibility > Rule Maintenance**

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

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

**Graduation / Eligibility Rule Setup - WSReq - World Studies Requirement**

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

Line Item: World Studies Grad Requirement Met

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

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

[Select type to add]

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

**Delete Line Item**

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

World Studies Grad Requirement Met

**Continue** – Click to delete the Line Item.

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



## Copy Rule

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

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

**Graduation / Eligibility Rule Maintenance**

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

[Add Rule](#)

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

Show Active Only Setup Rule Copy Rule

Click to copy a specific Graduation/Eligibility Rule.

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

**Graduation / Eligibility Rule Maintenance**

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

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

Code: \*

Name: \*

Description:

Meets requirements text:

Does not meet requirements text:

IsActive:

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

**Code** (required) – Code for this Graduation/Eligibility Rule; up to eight characters

**Name** (required) – Name for this Graduation/Eligibility Rule; defaults to “Copy of” followed by the name of the rule being copied.

**Description** (optional) – Description of this Graduation/Eligibility Rule

**Meets requirements text** (optional) – This text will be used by report cards when the student meets the requirements for this Graduation/Eligibility Rule

**Does not meet requirements text** (optional) – This text will be used by report cards when the student fails to meet the requirements for this Graduation/Eligibility Rule.

**Is Active** – Select the checkbox to indicate the Graduation/Eligibility Rule is active. Graduation/Eligibility Rules must be Active to use on new Student Records. This checkbox is checked by default.

**Save** – Saves current Graduation/Eligibility Rule and returns to **Graduation/Eligibility Rule Maintenance** screen where the updated information displays.

**Cancel** – Clears out entered data and returns to the **Graduation/Eligibility Rule Maintenance** screen.

**Go to setup** – Save and go to **Setup Details** for this Graduation/Eligibility Rule. See [“Line Item Element Setup.”](#)

**Maximum Credit Groups** – Click this tab to view, add, edit, or delete the sets of courses with a maximum number of credits that can be earned by the student within the list of courses. For more information, see [“Add Maximum Credit Groups to the Graduation Eligibility Rule.”](#)

**Total CORE Credits Line Item Options** – Click this tab to view or edit the CORE overflow settings for this Graduation/Eligibility Rule. This tab only applies to Total CORE Credit line items. For more information, see [“Add CORE Overflow Rule to the Graduation/Eligibility Rule.”](#)

## Delete Rule

**Navigation: StudentInformation > Management > School Administration > Graduation / Eligibility > Rule Maintenance**

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


**Graduation / Eligibility Rule Maintenance**

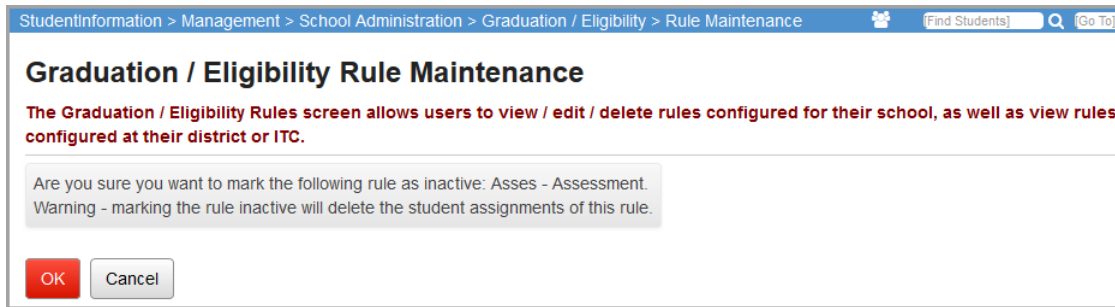
The Graduation / Eligibility Rules screen allows users to view / edit / delete rules configured for their school, as well as view rules configured at their district or ITC.

Add Rule

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

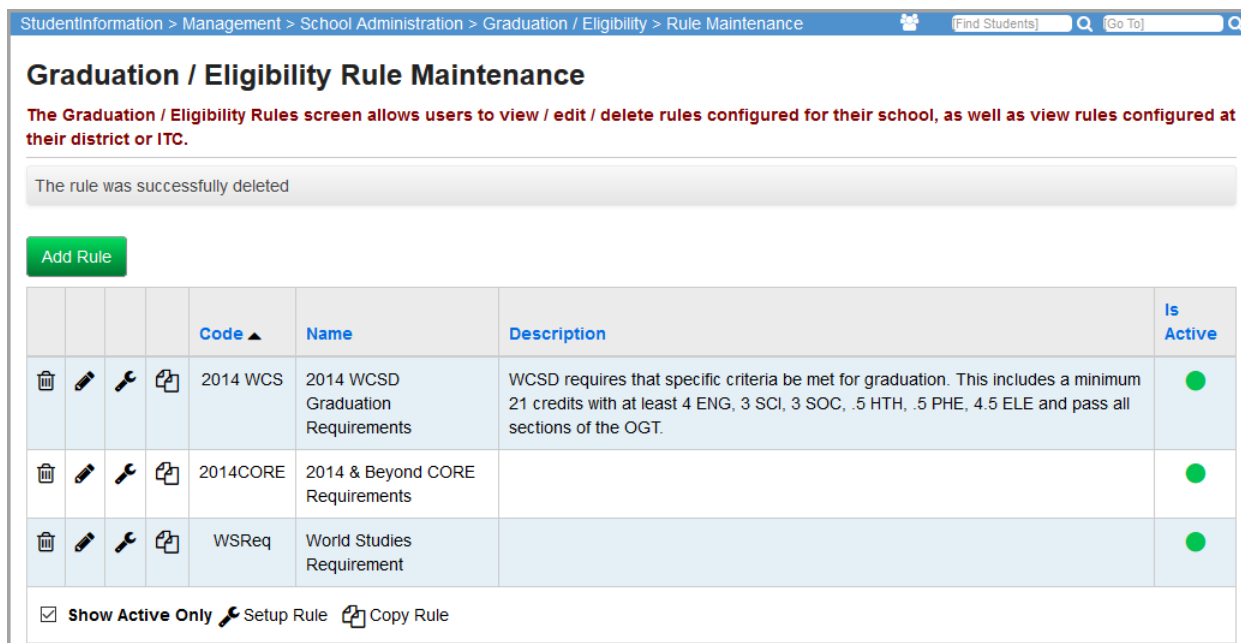
Show Active Only Setup Rule Copy Rule

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



**Ok** – Click to deactivate this Graduation/Eligibility Rule.

**Cancel** – Click to not delete the Graduation/Eligibility Rule.



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

# Graduation Eligibility

## Assigning Graduation/Eligibility Rules

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

### Eligibility Rule Assignments

**Navigation:** StudentInformation > SIS > Graduation / Eligibility > Eligibility Rule Assignments

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

### Student Search Criteria

**Ad-Hoc Membership** (optional) – Search students associated with an Ad-Hoc Membership

selected from the drop-down list, or click  to view the **Ad-Hoc Membership Maintenance** screen to create or view existing Ad-Hoc Memberships.

**Public and Private** – Select this checkbox to include public Memberships from other users in the **Ad-Hoc Membership** drop-down list.

**Grade Level** (optional) – Select to search students in a specific grade level or leave blank to search students across all grade levels in the drop-down list

**Active Students Only** - Select this checkbox to search active students only; deselect this checkbox to search both active and inactive students.

**Primary Rule** (optional) – Select to search students with a specific Primary Rule, or leave blank to search students with blank Primary Rules.

**Secondary Rule** (optional) – Select to search students with a specific Secondary Rule, or leave blank to search students with blank Secondary Rules.

**Search** – Click to search for students using the selected criteria.

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

**New Search** – Go back to the search criteria screen and start over.

#### Mass Update Options

- **Primary Rule** (optional) – Select a Graduation Rule from the drop-down list to assign to all selected student’s Primary Rule. If you leave the Primary Rule blank, existing Primary Rule assignments will not be cleared unless the **Override current primary rule** checkbox is checked.
- **Secondary Rule** (optional) – Select a Graduation Rule from the drop-down list to assign to all selected student’s Secondary Rule. If you leave the Secondary Rule blank, existing Secondary Rule assignments will not be cleared unless the **Override current secondary rule** checkbox is checked.
- **Override current primary rule** – Select this checkbox to override the selected students’ current Primary Rule. If deselected, students with an existing Primary Rule are not updated.

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

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

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

#### Search Result

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

**Number** – Student number of student

**Student** – Name of student

**Grade Level** – Current grade level of student

**Primary Rule** – Current primary rule of student

**Secondary Rule** – Current secondary rule of student

**Number** – Select this checkbox to include all students in the Search Results grid. Deselect this checkbox to exclude all students.

| 19  – Select the checkbox next to a specific Student Number to include a single student in the Search Results grid. Single students can be excluded by deselecting the corresponding checkbox.

**Update Selected** – Click to update included students with the selected Primary Rule and Secondary Rule according to their respective override checkboxes. The Search Results grid refreshes and now excludes the students with the updated rules as they no longer fit your search criteria.

### Student Profile Bulk Update

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

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

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

## Student Profile – Additional Tab

**Navigation: StudentInformation > SIS > Student > Edit Profile**

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

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

The screenshot shows the 'Edit Student Profile' interface with the 'Additional' tab selected. The breadcrumb trail at the top reads 'StudentInformation > SIS > Student > Edit Profile'. Below the breadcrumb is a search bar with 'Find Students' and 'Go To' buttons. The main heading is 'Edit Student Profile' with a sub-note: 'From this screen, you can display and change information regarding a students profile.' Below this are several tabs: 'General', 'Additional' (selected), 'Custom', 'Private', 'FS-Standing', 'FS-Attendance', 'FD-Attributes', 'FN-Attributes', 'FN-Graduate', and 'Transportation'. There are 'Save' and 'Cancel' buttons. The 'Last Modified' information is '06/10/2015 1:31 PM by User: [redacted]'. The form contains several fields: 'Primary Building:\*' (dropdown), 'Special Ed:' (text input with '0'), 'Citizenship:' (dropdown with '04 - United States citizen'), 'Country of Origin:' (dropdown with 'US - United States Of America'), 'Building Progression Track:' (dropdown), 'New School:' (dropdown), 'Graduation Year' (text input with '2016'), 'Pri. Graduation Rule:' (dropdown, highlighted with a red circle), 'Alt. Graduation Rule:' (dropdown), 'Counselor:' (dropdown), 'Scheduling Priority:' (dropdown with '5'), and a checkbox for 'Show grade appropriate counselors only'. At the bottom right, there is a 'Locker Assignments:' section with an 'Assign Primary Locker' button.

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

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

# Student Graduation/Eligibility

## Miscellaneous Values

**Navigation:** StudentInformation > SIS > Student > Graduation / Eligibility > Miscellaneous Values



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


StudentInformation > SIS > Student > Graduation / Eligibility > Miscellaneous Values

### Graduation / Eligibility Miscellaneous Values

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

The student values were saved successfully

	Code	Name	Value
	Couns	Counselor Discussion	True <input type="checkbox"/>
	MDItem	Misc District Item	4 <input type="text"/>

 – Clear the value field for this Miscellaneous Item. This clearing process does not occur in the student's data until you click **Save**.

**Value** – Select **True** or **False** for True/False Miscellaneous Items, or enter a numeric value for Numeric Miscellaneous Items. Any items entered are not saved until you click **Save**.

**Save** – Click to save changes made to the student's Miscellaneous Values.



## Student Eligibility Details

**Navigation: StudentInformation > SIS > Student > Graduation / Eligibility > Student Eligibility Details**

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

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

### Eligibility Rule - [redacted]

This screen allows you to review student eligibility details

Working Schedule: Default Schedule Result: sandy Reload Screen

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

Eligibility Assessments Assignments Community Crs History GPA History Misc Elig Requests

Rule:\* [dropdown] Choose the rule to run.  
Mark Type:\* [dropdown] The mark type to use for current year credits.

Recalculate:  Check recalculate to refresh the student's values.  
Show Details:  Check to show the line item criteria results in the report

View Eligibility

There are three parts to the **Student Eligibility Details** screen:

1. Legend

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

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

2. Menu

Eligibility Assessments Assignments Community Crs History GPA History Misc Elig Requests

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

### 3. Student Details

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

#### Eligibility

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

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

**Rule** (required) – Select an eligibility rule from the drop-down list to run.

**Mark Type** (required) – Select a mark type from the drop-down list to use for current year credits. Graduate Requirements Verification only looks at earned manually entered course history.

**Recalculate** (optional) – Select this checkbox to refresh the student's values.

**Show Details** (optional) – Select this checkbox to show the line item criteria results in the display.

**View Eligibility** – Click to view the student's selected eligibility information

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

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

### Assessments

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

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

Test Type: - All -
View Assessments

**Test Type** (required) – Select **–All–** or a specific Test Type to display.

**View Assessments** – Click to view the student’s selected Assessment information

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

## Assignments

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

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

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

Assigned    Dropped    In Crs Hist Only    HS Cred Only  
 Removed    In Grad/Elig Only

**Area of Study** (optional) – Select **–Show All–** or a specific course **Area of Study** by which to filter.

**Subject Area** (optional) – Select **–Show All–** or a specific course **Subject Area** by which to filter.

**Department** (optional) – Select **–Show All–** or a specific course **Department** by which to filter.

**Show assignments with these statuses** (optional) – Select the **Assigned**, **Dropped**, and/or **Removed** checkboxes to filter by those specific course section assignment statuses.

**Show assignments with these attributes** (optional) – Select the **In Crs Hist Only**, **HS Cred Only**, and/or **In Grad/Elig Only** checkboxes to filter by those specific attributes.

**View Assignments** – Click to view the student’s selected Course Section Assignments information.

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

## Community Service

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

<a href="#">Eligibility</a> <a href="#">Assessments</a> <a href="#">Assignments</a> <a href="#">Community</a> <a href="#">Crts History</a> <a href="#">GPA History</a> <a href="#">Misc Elig</a> <a href="#">Requests</a>				
Refresh Community Service				
School Year	Date Served	Description	In Grad.	Hours
2015 - 2016			(3.00)	3.00
2015-2016	09/23/2015	Pick up trash in park	✓	3.00

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

## Course History

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

<a href="#">Eligibility</a> <a href="#">Assessments</a> <a href="#">Assignments</a> <a href="#">Community</a> <a href="#">Crts History</a> <a href="#">GPA History</a> <a href="#">Misc Elig</a> <a href="#">Requests</a>						
Area of Study:	Subject Area:	Department:	Credit Type:	In Crs Hist Only	HS Credit Only	In Grad/Elig Only
- Show All - ▾	- Show All - ▾	- Show All - ▾	<input type="text"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Course History						

**Area of Study** (optional) – Select **–Show All–** or a specific course **Area of Study** by which to filter.

**Subject Area** (optional) – Select **–Show All–** or a specific course **Subject Area** by which to filter.

**Department** (optional) – Select **–Show All–** or a specific course **Department** by which to filter.

**Credit Type** (required) – Select **–Show All–** or a specific **Credit Type** by which to filter.

**In Crs Hist Only** (optional) – Select this checkbox to filter the student’s course history for courses with **Is In Update History** selected.

**HS Credit Only** (optional) – Select this checkbox to filter the student’s course history for courses with **Is High School Credit** selected.

**In Grad/Elig Only** (optional) – Select this checkbox to filter the student’s course history for courses with **In Graduation / Eligibility** selected.

**View Course History** – Click to view the student’s selected Course History information.

<a href="#">Eligibility</a> <a href="#">Assessments</a> <a href="#">Assignments</a> <a href="#">Community</a> <a href="#">Crs History</a> <a href="#">GPA History</a> <a href="#">Misc Elig</a> <a href="#">Requests</a>														
Total Credit Earned:29.00														
School	School Year	Code	Course	Area Std	Subj Area	Dept	Rpt Term	Mark Type	Mark	In Crs Hist	HS Cred	In Grad/Elig	Attempted	Earned
[REDACTED]	2015-2016	107	Adv Comp	ENG	ENG	100	FIN	Final	B	✓	✓	✓	0.50	0.50
[REDACTED]	2015-2016	114	Lit for College	ENG	ENG	100	FIN	Final	A-	✓	✓	✓	0.50	0.50
[REDACTED]	2015-2016	153	Newspaper II	ENG	MED	150	FIN	Final	A	✓	✓	✓	1.00	1.00

## GPA History

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

<a href="#">Eligibility</a> <a href="#">Assessments</a> <a href="#">Assignments</a> <a href="#">Community</a> <a href="#">Crs History</a> <a href="#">GPA History</a> <a href="#">Misc Elig</a> <a href="#">Requests</a>							
GPA Set: * <input type="text"/> <input type="button" value="View GPA History"/>							

**GPA Set** (required) – Select the specific school year and GPA Set by which to filter.

**View GPA History** – Click to view the student’s selected GPA History information.

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

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

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

### Miscellaneous Eligibility

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

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

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

### Requests

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

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

**Area of Study:**    **Subject Area:**    **Department:**

- Show All -    - Show All -    - Show All -     **Include Current Year**     **Include Future Years**

**Area of Study** (optional) – Select **–Show All–** or a specific course **Area of Study** by which to filter.

**Subject Area** (optional) – Select **–Show All–** or a specific course **Subject Area** by which to filter.

**Department** (optional) – Select **–Show All–** or a specific course **Department** by which to filter.

**Include Current Year** (optional) – Select this checkbox to include requests from the current year.

**Include Future Years** (optional) – Select this checkbox to include requests from future years.

**View Requests** – Click to view the student’s selected Course Requests information.

Requested Credits:6.50

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



# Eligibility Report (R208)

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

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

## Eligibility Report (R208)

From this screen users can submit an Eligibility Report job.

Selection Criteria | Selection Summary | Load Settings

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

Ad-Hoc Membership:   Public And Private

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

Student Ids (comma separated):

Graduation Years (comma separated):

Eligibility:  Eligible  Ineligible  Both

Home school IRN:

Counselor

Program

1 - Multiple Disabilities  
10 - Specific Learning Disabil  
11 - Preschool disability 0-5

Student Status

D - DELETED  
I - INACTIVE  
J - JVS RES

Current Grade

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

Team

Membership Group

B - Clubs  
C - Academic  
I - Intervention

Membership

**Special Education Services**

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

**Disability Condition**

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

---

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

**Choose rule**

**Chosen Rule:\***   

---

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

---

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

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

---

**Mark Type:\***   

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

---

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

**Sorting Options**

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

---

**Delivery Method:**       

**Email Address:**   

**Report Format:**   

---

**Description:**   


---

**Ad-Hoc Membership** (optional) – Select an Ad-Hoc Membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public And Private** checkbox to see memberships created by other users in your drop-down list

**Student Ids** (optional) – Enter specific student IDs if you wish to run the report for only a specific set of students. Multiple student IDs are comma separated

**Graduation Years** (optional) – Enter any graduation years you wish to specifically include in the report (separated by commas). Leaving this blank includes all graduation years. This refers to the **Graduation Year** on the **Edit Student Profile** screen **Additional** tab. If the **Graduation Year** on the **Additional** tab is not used or updated, you should leave the **Graduation Years** filter blank

**Eligibility** (required) – Select students who are eligible, ineligible, or both for the selected eligibility rules

**Home School IRN** (optional) – Enter an IRN if you wish to filter by the student’s **Home School IRN** (on the **Edit Student Profile** screen **General** tab. Click  to go to the ODE IRN Search Page

**Counselor** (optional) – If no counselors are selected, the report selects all counselors. You can also filter by selecting specific counselors for your report

**Program** (optional) – If no programs are selected, the report selects all programs. You can also filter by selecting specific programs for your report

**Student Status** (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report

**Current Grade** (optional) – If no current grades are selected, the report selects all current grades. You can also filter by selecting specific current grades for your report

**Team** (optional) – If no teams are selected, the report selects all teams. You can also filter by selecting specific teams for your report

**Membership Group** (optional) – If no membership groups are selected, the report selects all membership groups. You can also filter by selecting specific membership groups for your report

**Membership** (optional) – If no memberships are selected, the report selects all memberships. You can also filter by selecting specific memberships for your report

**Special Education Services** (optional) – Select special education services to return students who are assigned those services on the report. If no special education services are selected, the report returns students assigned to all services. This dual listbox contains the 215xxx codes and refers to the records entered for a student on the **Special Education** screen **Services** tab

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

**Disability Condition** (optional) – If no disability conditions are selected, the report selects all disability conditions. You can also filter by selecting specific disability conditions for your report

**Rule Options** – Select the **Primary Rule** or **Secondary Rule** checkbox to run the report for the primary and/or secondary rules for the included students, and/or select the **Choose Rule** checkbox to select a rule (see **Chosen Rule**)

**Chosen Rule** – If you select the **Choose Rule** checkbox in **Rule Options**, select a rule from the drop-down list. The report runs for the selected rule for all included students

**Schedule Result** (required) – Select this school year’s schedule result set to be used in total credit and required course determination. Past school years use the finalized schedule result set

**Recalculate** (optional) – Select this checkbox to refresh the student’s values (slower) or deselect this checkbox to view the student’s cached values (faster)

**Show Details** (optional) – Select this checkbox to show the line item criteria results in the report. Deselect this checkbox to view only line item results

**Mark Type** (required) – Select the mark type to use in the current year’s total credits calculation

**Show Counselor** (optional) – Select this checkbox to display the student’s counselor on the report. Deselect this checkbox to not display the student’s counselor on the report

**Show GPA** (optional) – Select this checkbox to display student GPAs on the report. If you select this checkbox, you must select a **GPA Set** from the drop-down list that displays beside this option

**Show Class Rank** – Select this checkbox to display student class rank on the report (only available if the **Show GPA** checkbox is selected and a **GPA Set** is selected from the drop-down list)

**Sorting Options** – Select one or more sort options for your report.

**Delivery Method** (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

**Email Address** (autopopulated from your StudentInformation account)

**Report Format** – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

**Description** – If entered, displays on the **Batch/Report Management** screen.

**Submit** – Click to submit this report to the **Batch/Report Management** screen.

**Eligibility Report**

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

**Eligibility Report – Summary Section**

<b>Summary</b>		
<b>Rule</b>	<b>Eligible</b>	<b>Ineligible</b>
to Grad - Requirements to graduate	0	15

# Eligibility Letters

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

StudentInformation > SIS > Graduation / Eligibility > Eligibility Letters

## Eligibility Letters

From this screen users can submit an Eligibility Letters job.

Selection Criteria   Selection Summary   Load Settings

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

Ad-Hoc Membership:   Public And Private

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

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

Chosen Rule:

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

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

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

Student Ids (comma separated):

Graduation Years (comma separated):

Counselor

Current Grade

9 - 9th Grade

10 - 10th Grade

11 - 11th Grade

12 - 12th Grade

Student Status

A - ACTIVE RES

D - DELETED

I - INACTIVE

J - JVS RES

Homeroom

DOHS100 - Hayes (Full Year)

DOHS101 - Myers (Full Year)

DOHS102 - Ford (Full Year)

DOHS103 - Hamilton (Full Year)

Homeroom Date:

Eligibility:  Eligible  Ineligible  Both

Print School Address on Letter:  Yes  No

Print Address On Letter:  Yes  No

The screenshot shows a web-based configuration form for generating eligibility letters. It is organized into several sections:

- Sorting Options:** A list of sorting criteria (Counselor (ASC), Counselor (DESC), Homeroom (ASC), Homeroom (DESC)) with arrows indicating they can be moved to a second, currently empty list.
- Output:** Radio buttons for  Report,  Labels, and  Both Report and Labels.
- Label Type:** A dropdown menu showing "Avery Label 5160 - 1" X 2 5/8" 3-columns".
- Address:** Radio buttons for  Use Student Address and  Use Parent Address. Below is a checkbox for  Use custom address text with an adjacent text input field.
- Include Copied On Correspondence:** Radio buttons for  Yes and  No.
- Delivery Method:** A dropdown menu showing "Pickup" and a "Set As Default" button.
- Email Address:** A text input field containing "Master1@SADoc.edu".
- Description:** An empty text input field.
- Submit:** A blue button at the bottom left.

**Ad-Hoc Membership** (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public And Private** checkbox to see the memberships created by other users in your drop-down list

**Rule Options** – Select the **Primary Rule** or **Secondary Rule** checkbox to run the report for the primary and/or secondary rules for the included students, and/or select the **Choose Rule** checkbox to select a rule (see **Chosen Rule**)

**Chosen Rule** – If you select the **Choose Rule** checkbox in **Rule Options**, select a rule from the drop-down list. The report runs for the selected rule for all included students

**Schedule Result** (required) – Select this school year’s schedule result set to be used in total credit and required course determination. Past school years use the finalized schedule result set

**Recalculate** (optional) – Select this checkbox to refresh the student’s values (slower) or deselect this checkbox to view the student’s cached values (faster)

**Mark Type** (required) – Select the mark type to use in the current year’s total credits calculation

**Student Ids** (optional) – Enter specific student IDs if you wish to run the report for only a specific set of students. Multiple student IDs are comma-separated

**Graduation Years** (optional) – Enter any graduation years you wish to specifically include in the report (separated by commas). Leaving this blank includes all graduation years. This refers to the **Graduation Year** field on the **Edit Student Profile** screen **Additional** tab. If the **Graduation Year** on the **Additional** tab is not used or updated, you should leave the **Graduate Years** filter blank

**Counselor** (optional) – If no counselors are selected, the report selects all counselors. You can also filter by selecting specific counselors for your report

**Current Grade** (optional) – If no current grades are selected, the report selects all current grades. You can also filter by selecting specific current grades for your report

**Student Status** (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report

**Homeroom** (optional) – If no homerooms are selected, the report selects all homerooms. You can also filter by selecting specific homerooms for your report

**Homeroom Date** (optional) – Specify the date used to retrieve students' homerooms

**Eligibility** (required) – Select students who are eligible, ineligible, or both for the selected eligibility rules

**Print School Address on Letter** (required) – Select **Yes** to print the school address on the Eligibility Letter

**Print Address on Letter** (required) – Select **Yes** to print the student addresses on the Eligibility Letter

**Sorting Options** – Select one or more sort options for your report.

**Output** – Select **Report**, **Labels**, or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

- For Adobe 9:
  - Page Scaling = None
  - Auto Rotate and Center = Unchecked
- For Adobe 10:
  - Size Options = Actual Size
  - Orientation = Portrait

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

**Label Type** – If you selected the **Labels** or **Both Report and Labels** radio button, select a label type from the drop-down list.

**Address** – Select the address to use for labels. If you select the **Use custom address text** checkbox, the text you enter in the field is added to the top of each label.

**Include Copied on Correspondence** – **Yes** or **No**. If you select **Yes**, address labels for contacts with the **Copied on Correspondence** checkbox selected are included when creating labels.

**Delivery Method** (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

**Email Address** (autopopulated from your StudentInformation account)

**Description** – If entered, displays on the **Batch/Report Management** screen.



**Submit** – Click to submit this report to the **Batch/Report Management** screen.

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

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

Wednesday, March 26, 2008

Homeroom:  
Counselor: ALLEN Teacher1319

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

to Grad - Requirements to            Unmet  
graduate

ANDREW Student49561 is not eligible to graduate