ProgressBook StudentInformation Graduation Points Guide

StudentInformation

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(This document is current for v21.3.0 or later.)

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Change Log

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

Product Version	Heading	Page	Reason
21.3.0	*"Graduation Points Overview"*	1	Added new section **Generating a Graduation Plan Report**.
21.3.0	*"Credit Requirements"*	9	Updated the note about no **View** link for **Economic and Financial Literacy** to reference the **EMIS Graduation Elements** section of the **Student Exemptions/Requirements** screen and updated the note about using the icon on the **Grad Points Summary** screen to print a **Graduation Plan Report**.
21.3.0	*"Graduation Pathways"*	15	Added a note in the section **Show Competency** about the calculation that determines competency for the Algebra I assessment.
21.3.0	*"Student Exemptions/Requirements"*	42	Added a section for **EMIS Graduation Elements** and added a note about **Graduation Plan Details**. Updated text that previously referenced the **Edit Student Profile>FN-Graduate tab** to now reference the **EMIS Graduation Elements** section.
21.2.0	*"Show Readiness"*	20	Updated screenshots and added text related to updates to the **State System of Diploma Seals** section of the **Student Exemptions/Requirements** screen.
21.2.0	*"Industry Credential"*	39	Added text that all the career fields that an industry credential counts toward and the point values associated with the assessments are displayed.
21.2.0	*"Student Exemptions/Requirements"*	42	Updated screenshots and added text related to updates to the **State System of Diploma Seals** section.
21.1.0	*"Credit Requirements"*	9	Added note about icon that was added to the Grad Point Summary screen for use with a future enhancement.
21.1.0	*"Industry Credential"*	39	Updated screenshot to reflect that the industry credential assessment code now displays next to the name.
21.0.0	*"Permanent Requirements"*	15	Updated screenshots to reflect that the status for **Show Competency** and **Show Readiness** are aligned right.
N/A	*"State System of Diploma Seals"*	49	Updated note to indicate that the grid displays only for students who have a **Fiscal Year Began 9th** value of **2017** or later.
20.5.0	*"Show Competency"*	18	Added note to specify that students with an end-of-course assessment with a **Score Not Reported** value of "W" should have a **Performance Level** score of 3, 4, or 5 to show competency in Algebra I or English II.
20.4.0	*"Demonstrate Two Career-Focused Activities"*	19	Updated screenshot and text to reflect that **Pre-Apprenticeship** is now **Pre-apprenticeship**.

Product Version	Heading	Page	Reason
20.4.0	*"Optional Career-Technical Requirements"*	48	Updated text to reflect that **Pre-Apprenticeship** is now **Pre-apprenticeship** on the **Permanent Requirements** tab.
20.3.0	*"Demonstrate Two Career-Focused Activities"*	19	Updated text to reflect the **Work-based learning experience** requirement and how to indicate that the student has completed it.
20.3.0	*"Optional Career-Technical Requirements"*	48	Added note to indicate that selecting the **Workplace Experience** checkbox indicates that the student has completed the **Work-based learning experience** option found on the **Permanent Requirements** tab **Show Competency** section below **Additional Options**.
N/A	*"Graduation Pathways"*	15	Updated text to indicate that the 2018+ Optional Pathway applies only to students with a **Fiscal Year Began 9tth** value of **2015**, **2016**, or **2017**.
N/A	*"2018+ Optional Pathways"*	25	Updated text to indicate that the 2018+ Optional Pathway applies only to students with a **Fiscal Year Began 9tth** value of **2015**, **2016**, or **2017**.
N/A	*"Performance Level Credit"*	30	Updated text to include **Score Not Reported** option of "X."
20.2.0	*"ACT and SAT Requirements"*	39	Created new section.
20.2.0	*"State System of Diploma Seals"*	49	Updated screenshot and text to reflect that the **College Ready Seal (Ohio)** checkbox is now read-only.
20.1.0	*"Permanent Requirements"*	15	Updated screenshots to reflect user interface updates.
20.1.0	*"Demonstrate Two Career-Focused Activities"*	19	Updated text to include details for the **Pre-Apprenticeship** foundational activity.
20.1.0	*"IEP Exemption Credit"*	34	Updated text to reflect new requirement for a current year record.
20.1.0	*"Student Exemptions/Requirements"*	42	Updated screenshots and text to reflect the naming of the first grid as **Optional Graduation Exemptions**, the new **Pre-apprenticeship** checkbox, and the ability to expand and collapse grids.
20.0.0	*"Graduation Pathways"*	15	Reorganized section and added new **Permanent Requirements** subsection.
20.0.0	*"State Assessment Pathway"*	27	Added new section.
20.0.0	*"College Admission"*	37	Added new section.
20.0.0	*"Industry Credential"*	39	Added new section.
20.0.0	*"State System of Diploma Seals"*	49	Updated text to reflect the addition of the **Permanent Requirements** tab.

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Graduation Points Overview

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

- **Credit Requirement** – Students must complete all state minimum requirements below:
  - 20 credits
  - Receive instruction in Economics and Financial Literacy
  - Complete at least two semesters of Fine Arts
- **Graduation Pathways** – Students must complete one of the following pathways: **State Assessment** (18 points), **Industry Credential and Workforce Readiness**, or **College Admission**. In addition to completing one of the three pathways, students must also complete the 7 required **State Assessments**.
  - **State Assessment**
    - 18 points requirement across the end-of-course exams
    - Take 7 federal and state required tests (required for all students regardless of pathway):
      - Algebra I or Integrated Math 1
      - Geometry or Integrated Math 2
      - English I
      - English II
      - Biology
      - American History
      - American Government
  - **Industry Credential** – Students must earn 12 points through a State Board of Education-approved, industry recognized credential or group credentials in one of the following career fields:
    - Agriculture
    - Arts and Communications
    - Business and Finance
    - Construction
    - Education and Training
    - Engineering
    - Health
    - Hospitality and Tourism
    - Human Services
    - Information Technology
    - Law and Public Safety
    - Manufacturing
    - Transportation

- **Workforce Readiness**
  - Students graduating in 2018 and 2019 must earn at least 13 points across all 3 WorkKeys asssessment sections with at least 3 points in each section of the test.
  - Students graduating in 2020 and forward must earn at least 14 points across all 3 WorkKeys asssessment sections with at least 3 points in each section of the test.
- **College Admission** – Students must meet the remediation-free scores on either standardized test below:
  - ACT
  - SAT

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

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

Grad Points Search

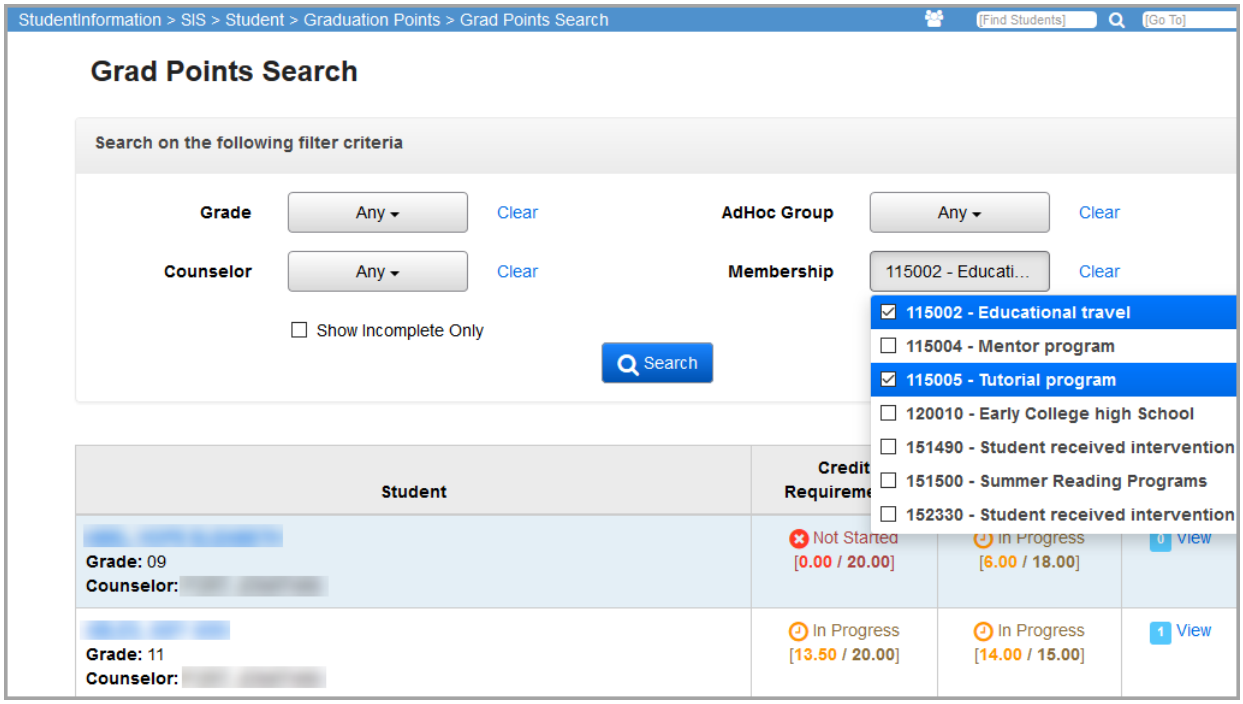
Navigation: StudentInformation > SIS > Student > Graduation Points > Grad Points Search

The **Grad Points Search** screen allows you to filter for students by their **Grade**, **Counselor**, **AdHoc Group**, and/or **Membership**. The search results provide a quick overview of a group of students' progress toward completing their graduation requirements. You can also view more details about a student's progress or their exemptions from this screen.

> ***Note:*** *By default, when you first access the* ***Grad Points Search*** *screen, the* ***Grad Points Search*** *results grid displays all students of a district or school in context with 10 results per screen.*

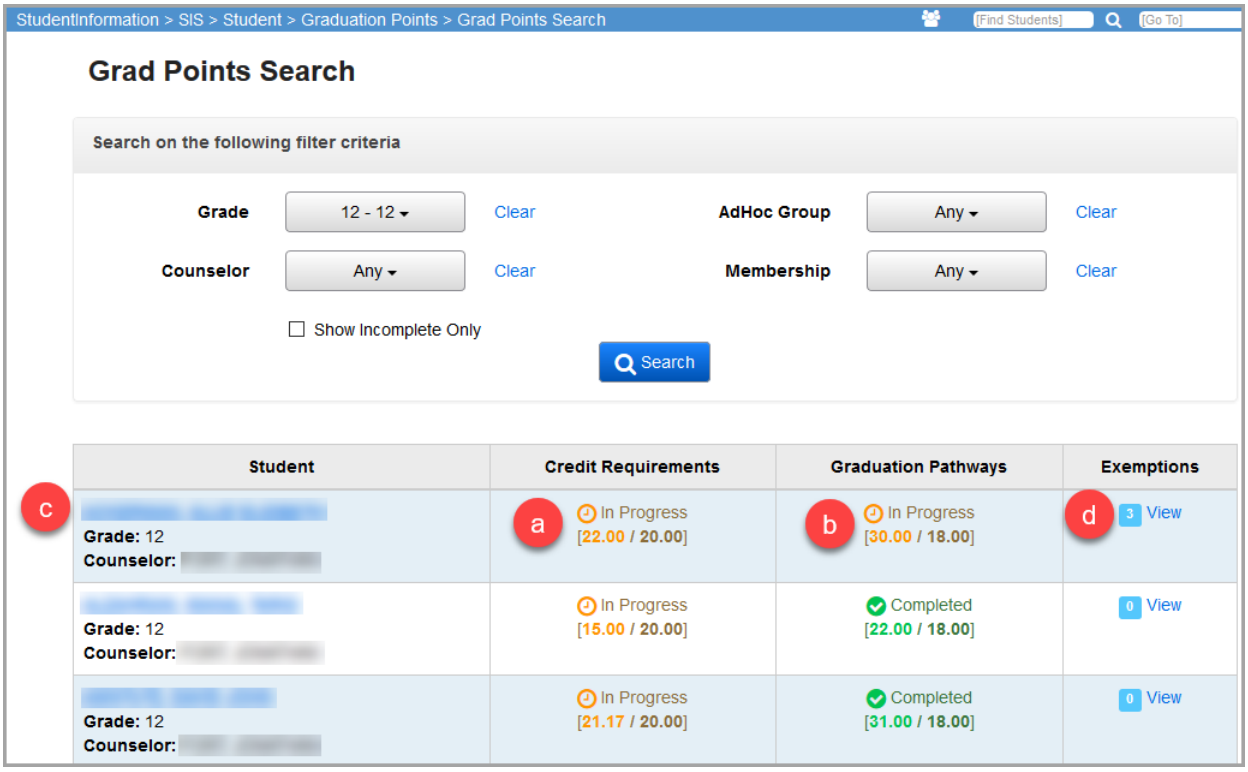
1. Select any of the following criteria to narrow your results.
   - **Grade** – Select the corresponding checkbox for each grade(s) of students you wish to include in the drop-down list.
   - **Counselor** – Select the corresponding checkbox for each counselor(s) whose students you wish to include in the drop-down list.
   - **AdHoc Group** – Select the corresponding checkbox for each AdHoc Group(s) whose students you wish to include in the drop-down list.
   - **Membership** – Select the corresponding checkbox for each Membership(s) whose students you wish to include in the drop-down list.
   - **Show Incomplete Only** – Select this checkbox if you do not wish to see students who have met their graduation points requirements.
   - (Optional) You can click **Clear** next to each filter option to remove all previously selected search filters in a drop-down list.

- (Optional) You can select to display 10, 25, 50, or 100 results per screen at the bottom of the screen.



2. Click **Search**.

   The new results display.

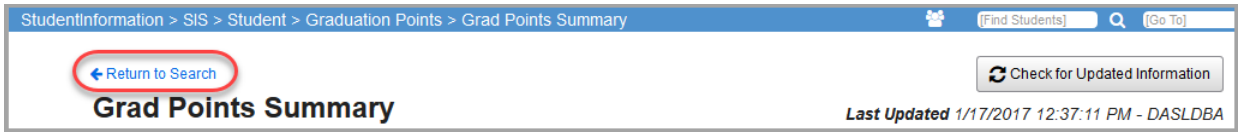


a. The **Credit Requirements** column displays each student's progress toward their state minimum of 20 credits across multiple subjects.

b. The **Graduation Pathways** column displays each student's progress toward their 18 point requirement across their end-of-course exams.

c. Optional: You can click on a student's name to view their **Grad Points Summary** screen.

- If you navigate to the **Grad Points Summary** screen from the **Grad Points Search** results grid, a **Return to Search** link displays on the top left of the **Grad Points Summary** screen. You can click **Return to Search** to navigate back to your most recent search results on the **Grad Points Search** screen.



d. The **Exemptions** column displays a number in a box and a **View** link.

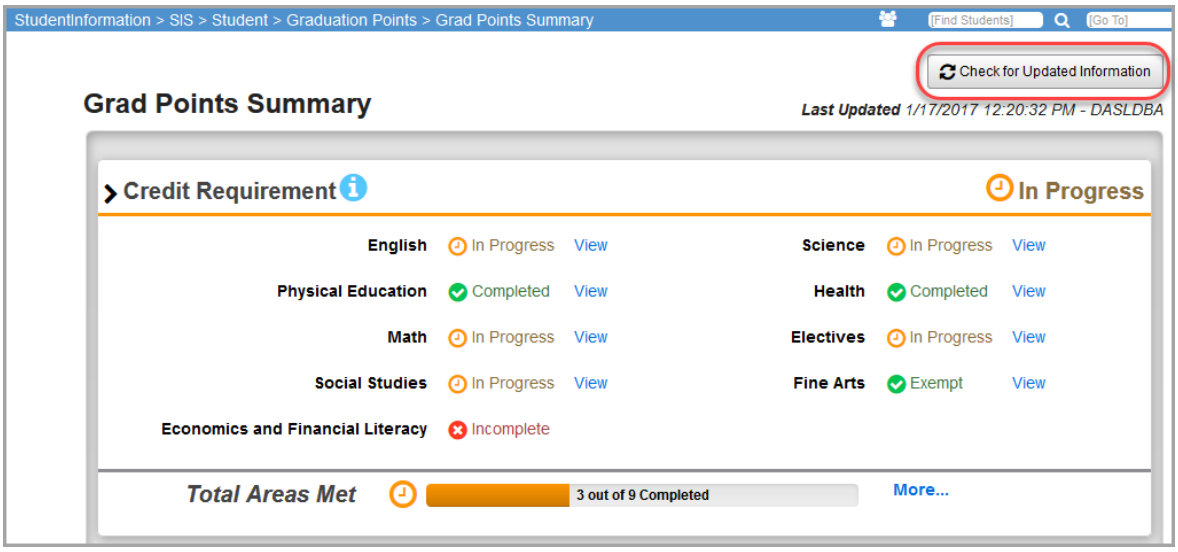
i. The number indicates the amount of selected checkboxes the student has on the **Student Exemptions/Requirements** screen.

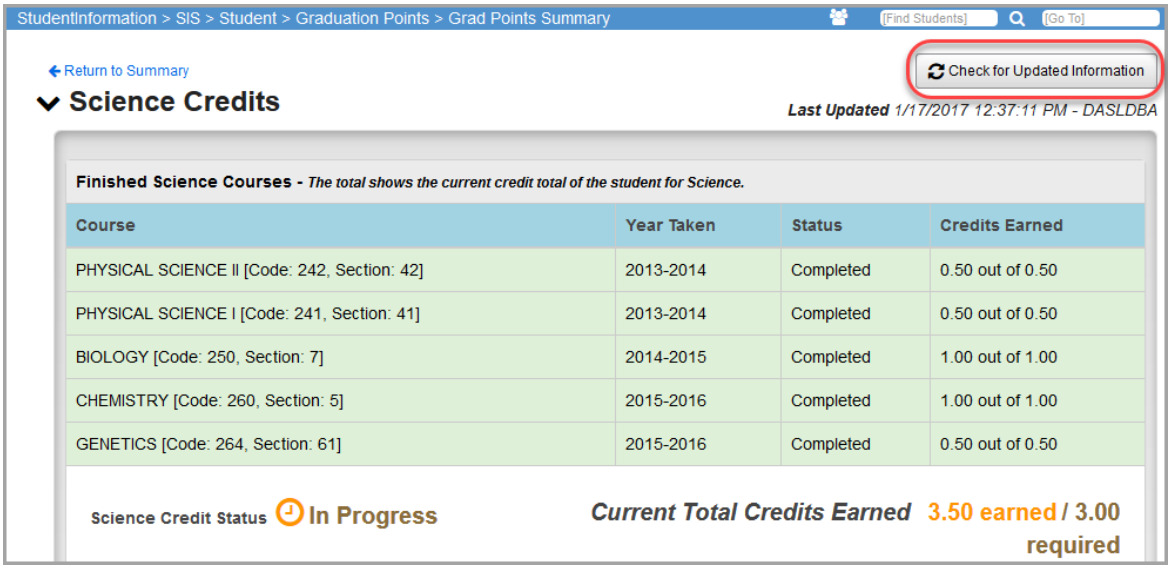
ii. Optional: You can click **View** to navigate to the **Student Exemptions/Requirements** screen.

- If you navigate to the **Student Exemptions/Requirements** screen from the **Grad Points Search** results grid, a **Return to Search** link displays on the top left of the **Student Exemptions/Requirements** screen. You can click **Return to Search** to navigate back to your most recent search results on the **Grad Points Search** screen.

Updating and Refreshing Data

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





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

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

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

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

Adjusting the Scheduled Job

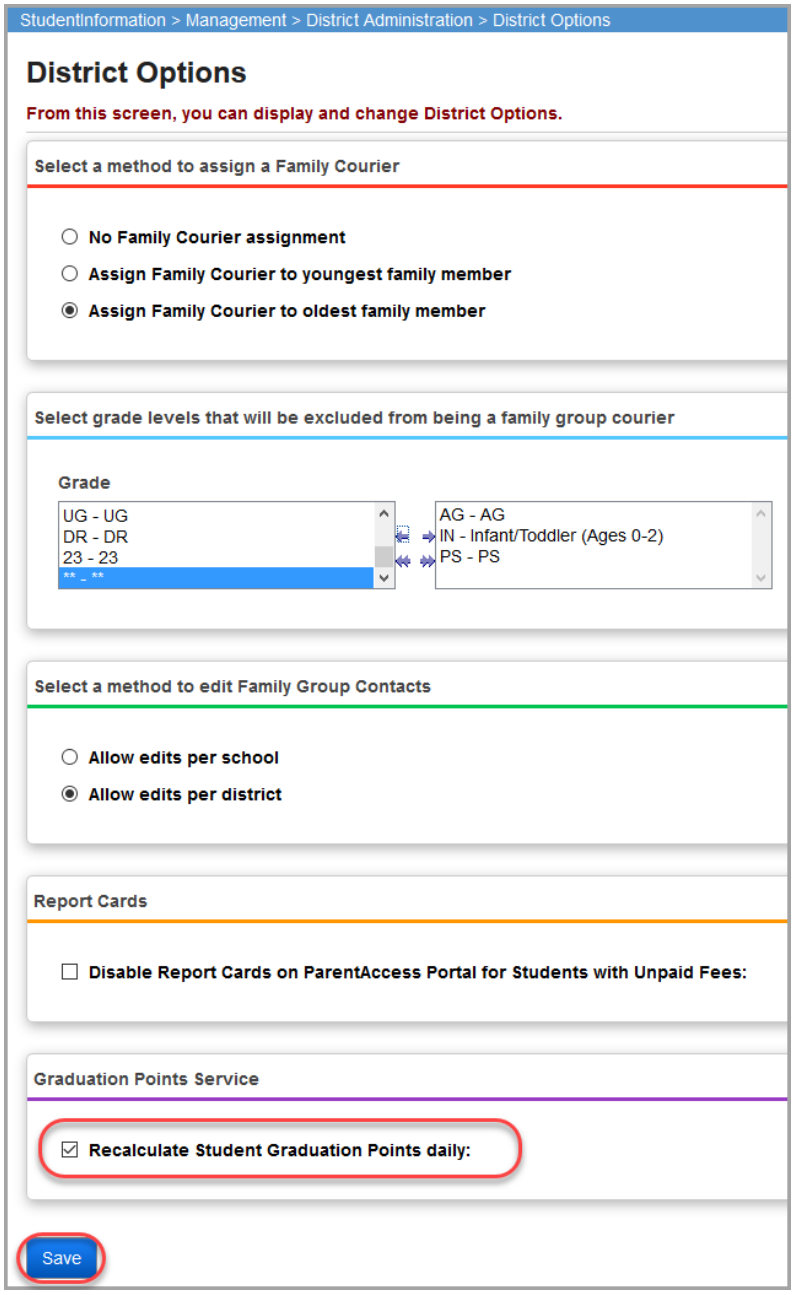
Navigation: StudentInformation > Management > District Administration > District Options

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

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

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

2. **Recalculate Student Graduation Points** daily – By default, this checkbox is selected to have the scheduled job run; deselect this checkbox if you wish to turn the scheduled job off.

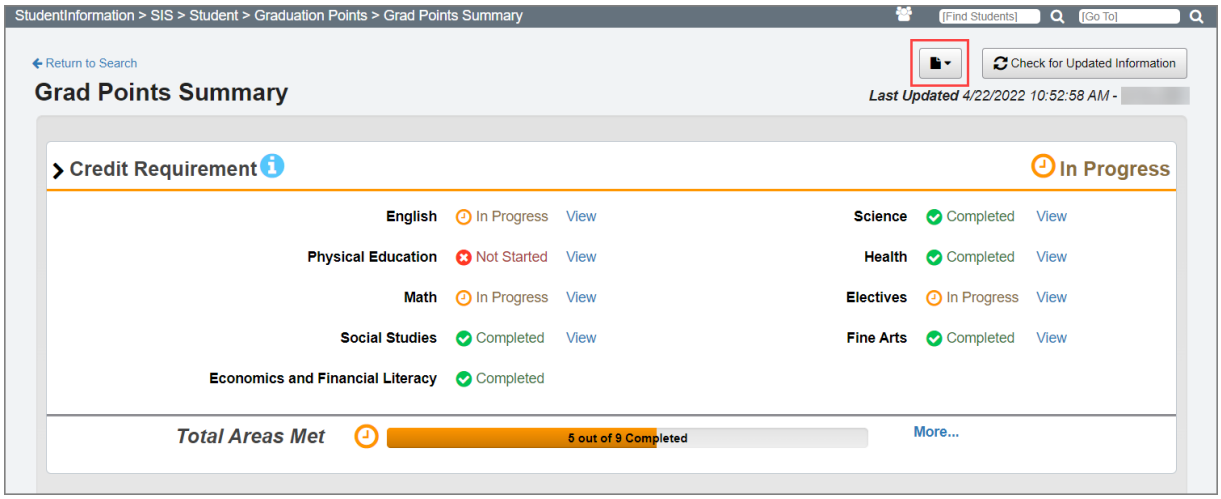


3. Click **Save**.

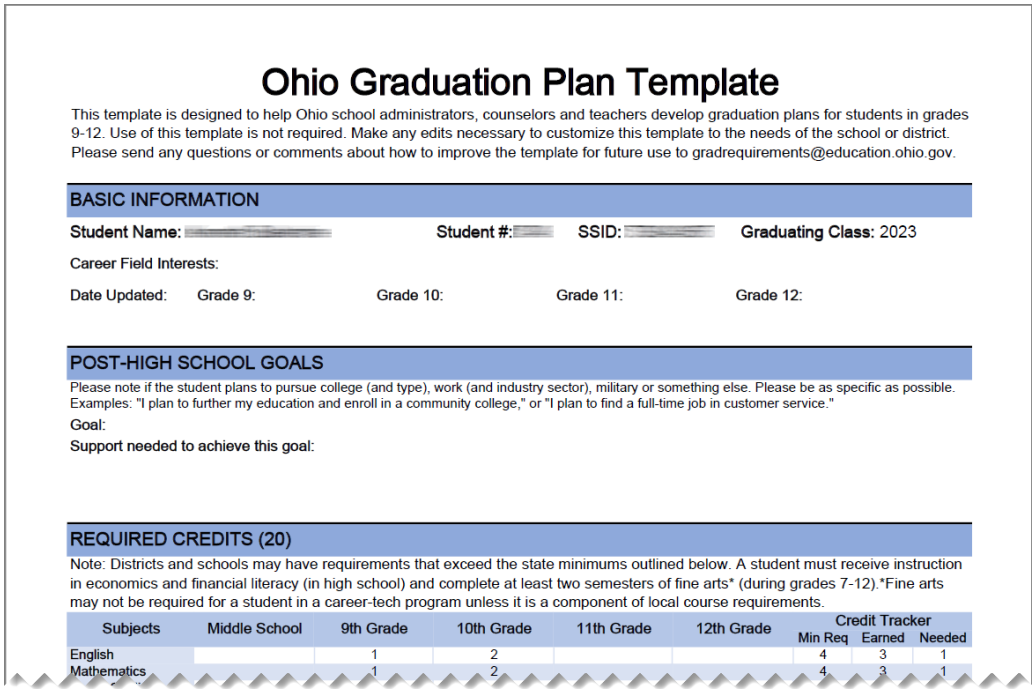
   The scheduled job runs or does not run based on your selection.

Generating a Graduation Plan Report

If you have the appropriate security permissions, you can generate an **Ohio Graduation Plan Template** report for the student record you are viewing. To do this, click the icon in the upper right corner of the **Grad Points Summary** screen.



The report downloads as a PDF.



Ohio Graduation Plan Template

This template is designed to help Ohio school administrators, counselors and teachers develop graduation plans for students in grades 9-12. Use of this template is not required. Make any edits necessary to customize this template to the needs of the school or district. Please send any questions or comments about how to improve the template for future use to gradrequirements@education.ohio.gov.

BASIC INFORMATION

Student Name: [redacted] **Student #:** [redacted] **SSID:** [redacted] **Graduating Class:** 2023

Career Field Interests:

Date Updated: Grade 9: Grade 10: Grade 11: Grade 12:

POST-HIGH SCHOOL GOALS

Please note if the student plans to pursue college (and type), work (and industry sector), military or something else. Please be as specific as possible. Examples: "I plan to further my education and enroll in a community college," or "I plan to find a full-time job in customer service."

Goal:

Support needed to achieve this goal:

REQUIRED CREDITS (20)

Note: Districts and schools may have requirements that exceed the state minimums outlined below. A student must receive instruction in economics and financial literacy (in high school) and complete at least two semesters of fine arts* (during grades 7-12).*Fine arts may not be required for a student in a career-tech program unless it is a component of local course requirements.

Subjects	Middle School	9th Grade	10th Grade	11th Grade	12th Grade	Credit Tracker Min Req	Earned	Needed
English		1	2			4	3	1
Mathematics		1	2			4	3	1

Note: *OCTCA assessment scores will be added in a future update.*

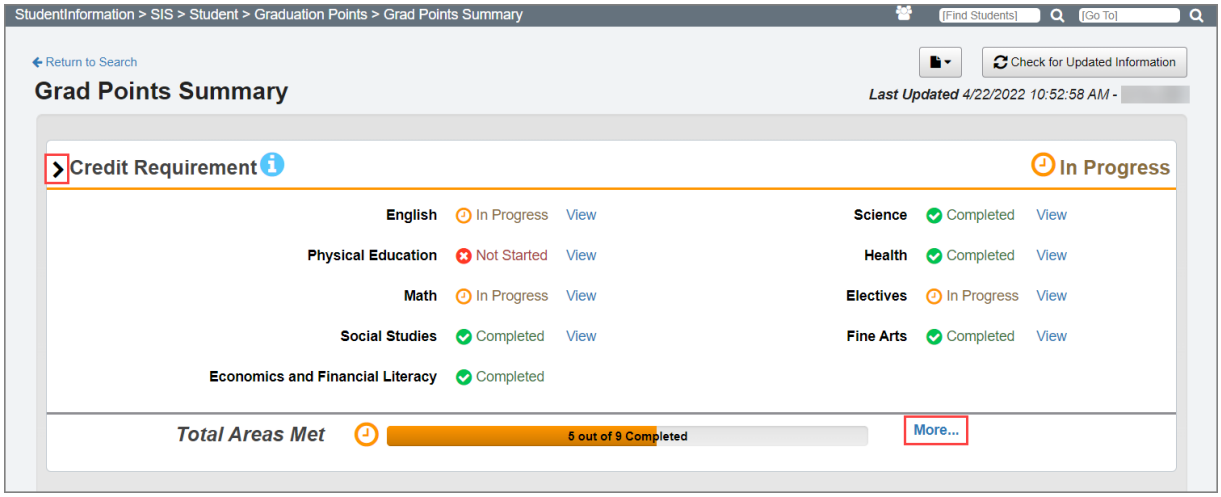
Grad Points Summary

With a student in context, you can view their **Credit Requirements** and **Graduation Pathways**.

Credit Requirements

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

The **Credit Requirement** grid displays a student's credit progress toward graduation. Each student must take and earn a state minimum of 20 credits, receive instruction in Economics and Financial Literacy, and complete at least two semesters of Fine Arts.

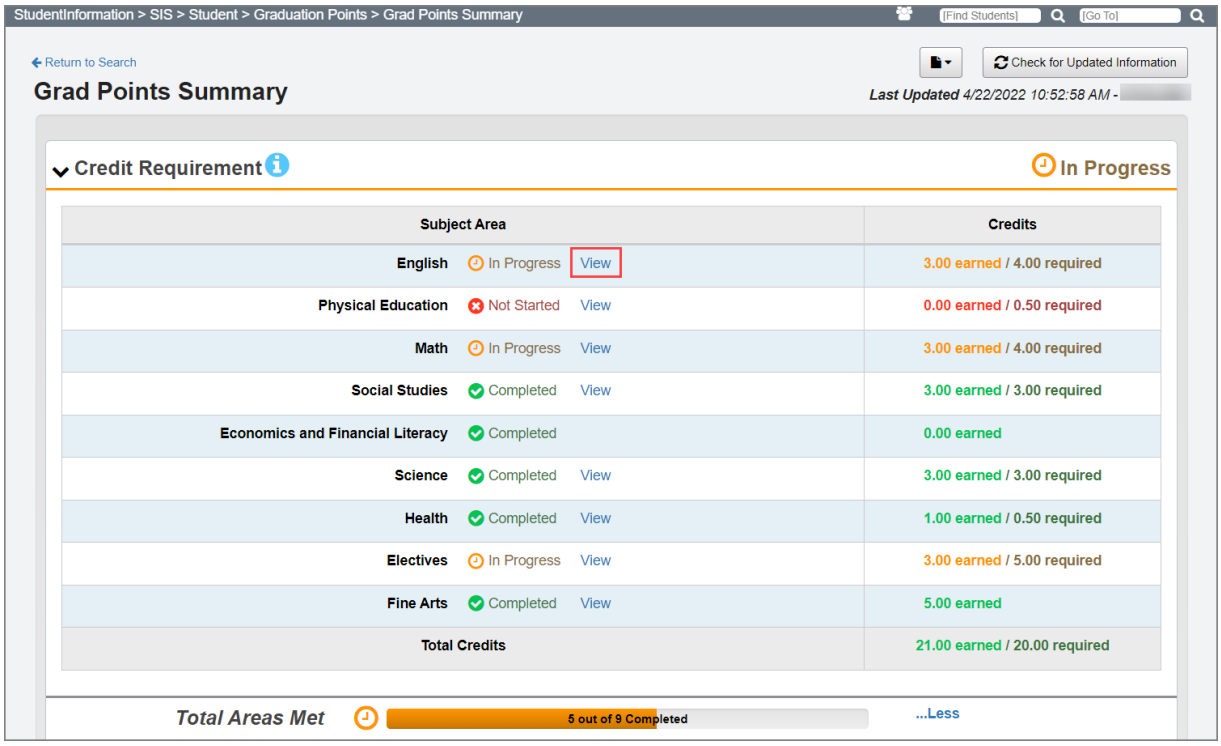


- Completed – Student has completed a particular credit requirement.
- In Progress – Student is in the process of completing a credit requirement.
- Not Started – Student has not started on completing a credit requirement.
- Incomplete – Student has not received instruction in Economics and Financial Literacy.
- **Exempt** – Student is exempt from particular credit requirements.
- **Total Areas Met** – Indicates the number of the 9 credit requirement areas the student has met.

  Note: *There is no* ***View*** *link for* ***Economic and Financial Literacy*** *as the student only needs to have received instruction during grades 9-12. You can indicate the student has received instruction in the* ***EMIS Graduation Elements*** *section of the* ***Student Exemptions/Requirements*** *screen (see "Student Exemptions/Requirements").*

> ***Note:*** *Depending on your security permissions, you may also see the* *icon in the upper right corner of the* ***Grad Points Summary*** *screen. You can click* *to generate an* ***Ohio Graduation Plan Template*** *report for the student record you are viewing. For more information, see "Generating a Graduation Plan Report."*

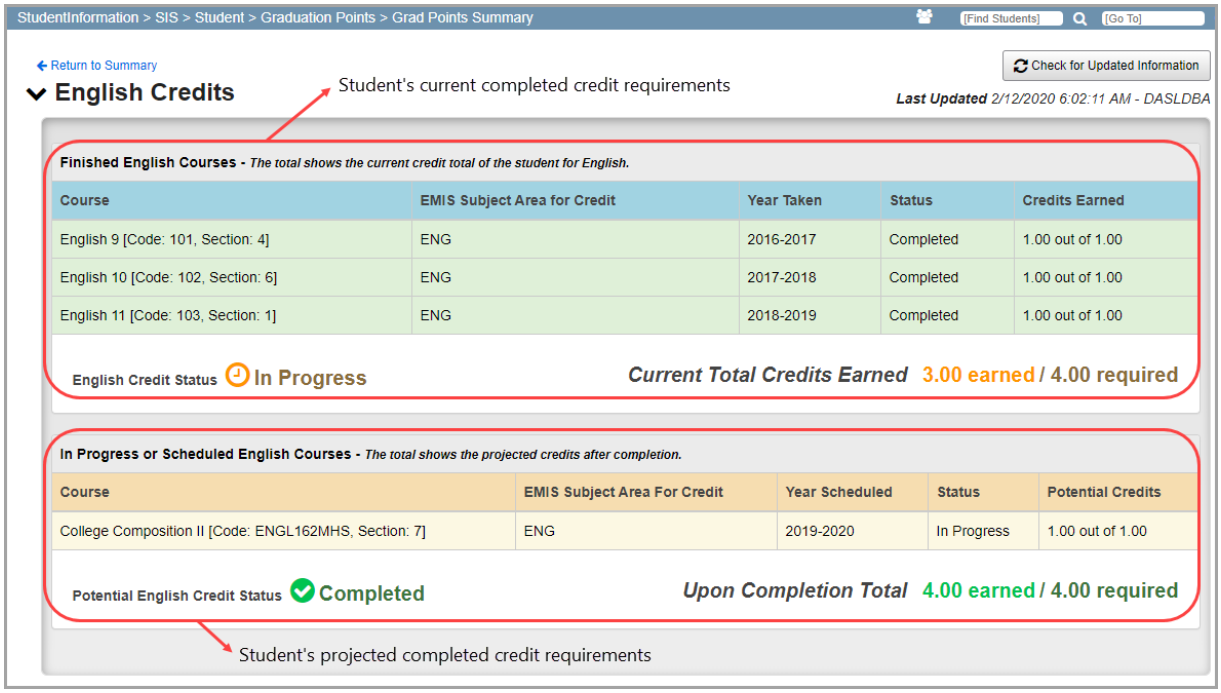
To view more details about the student's overall credit requirement progress, click › or **More...**. The **Subject Area** and **Credits** grid displays.



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

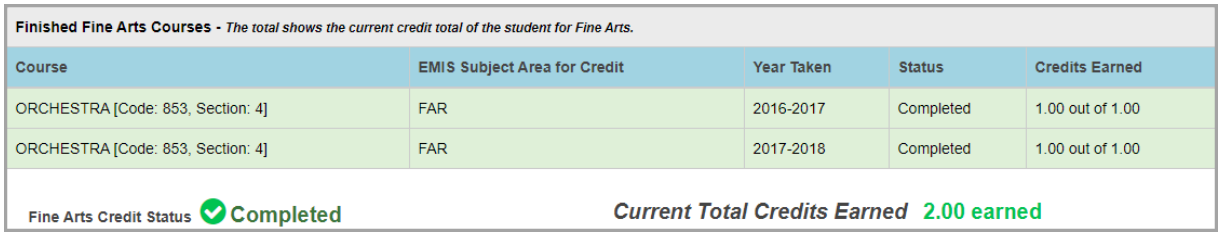
In either **Credit Requirement** display grid, you may click **View** next to a credit requirement area, such as English, to view the details of the student's progression for that particular credit requirement area.

The details of the student's progression for the particular credit area displays.

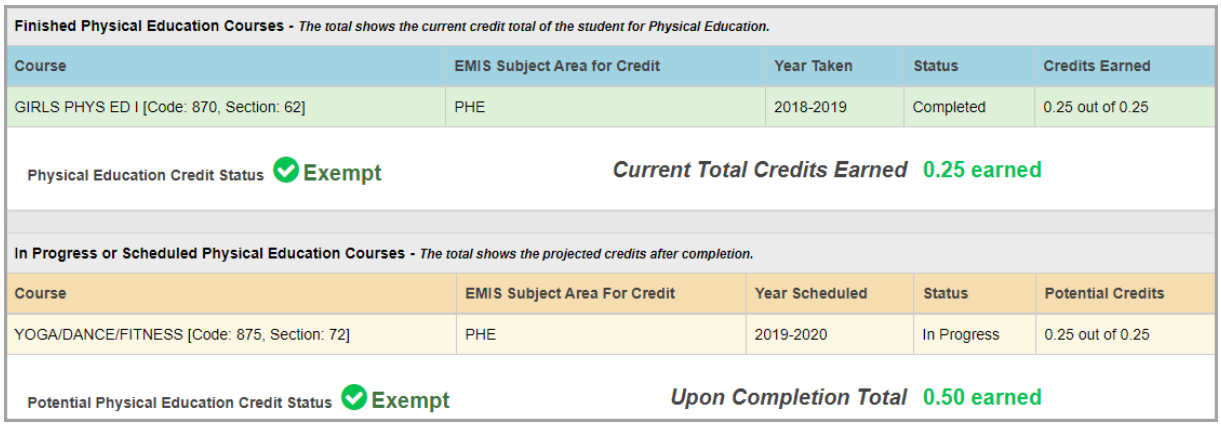


- The upper grid displays the student's completed courses and **Current Total Credits Earned**.
  - When a student completes a course or the required **Current Total Credits Earned**, the **Credit Requirements** grid and the **Total Areas Met** progress marker on the **Grad Points Summary** screen update to display the student's progress toward the 9 credit requirement areas.
- The bottom grid displays the student's **Upon Completion Total** credits, which considers courses the student is currently taking, or has scheduled to display a projected total for the student's credit requirements progress after the course(s) are completed.

  Note: *On the **Fine Arts** screen, since students are required to complete only 2 semesters and not a fixed credit number in Fine Arts, the **Current Total Credits Earned** and **Upon Completion Total** credits display as "X.00 earned" regardless of whether or not the student completed credits. To indicate that a student has completed the requirement, see "Fine Arts" and "Student Exemptions/Requirements."*



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



Finished Physical Education Courses - *The total shows the current credit total of the student for Physical Education.*

Course	EMIS Subject Area for Credit	Year Taken	Status	Credits Earned
GIRLS PHYS ED I [Code: 870, Section: 62]	PHE	2018-2019	Completed	0.25 out of 0.25

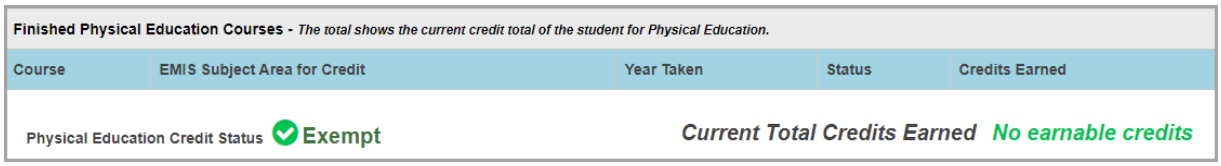
Physical Education Credit Status Exempt — *Current Total Credits Earned* 0.25 earned

In Progress or Scheduled Physical Education Courses - *The total shows the projected credits after completion.*

Course	EMIS Subject Area For Credit	Year Scheduled	Status	Potential Credits
YOGA/DANCE/FITNESS [Code: 875, Section: 72]	PHE	2019-2020	In Progress	0.25 out of 0.25

Potential Physical Education Credit Status Exempt — *Upon Completion Total* 0.50 earned

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



Finished Physical Education Courses - *The total shows the current credit total of the student for Physical Education.*

Course	EMIS Subject Area for Credit	Year Taken	Status	Credits Earned

Physical Education Credit Status Exempt — *Current Total Credits Earned* No earnable credits

Credit Requirements Details

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

- *"Mathematics"*
- *"Physical Education"*
- *"Science"*
- *"Social Studies"*
- *"Elective Credits"*
- *"Economics and Financial Literacy"*
- *"Fine Arts"*
- *"End-of-Course Requirements"*

Mathematics

- Students must complete one unit of Algebra II or the equivalent of Algebra II.
- Exceptions:
  - Algebra II is not required for students following a career-technical pathway.

- A parent may decide that their child is not prepared to meet the graduation requirement for a higher level math course. Or, their child may be planning a career that does not require higher level math. Algebra II may not be a requirement for this student. See *Ohio Curriculum Choices* for more information.
- To indicate a student is following a career-technical pathway, see *"Student Exemptions/Requirements."*

Physical Education

- Depending on district policies, students may be exempt from physical education requirements if the student has participated in interscholastic athletics, marching band, or cheerleading for two full seasons; or an approved Junior Reserve Officer Training Corps (JROTC) program for two years. To indicate a student is exempt from physical education, see *"Student Exemptions/Requirements."*
- Students in the above circumstances must take another course, which cannot be a physical education course, of at least 60 contact hours.

Science

- Students must complete:
  - One unit of physical science

    Note: *Physical science is only a requirement for students graduating in 2018 or earlier.*

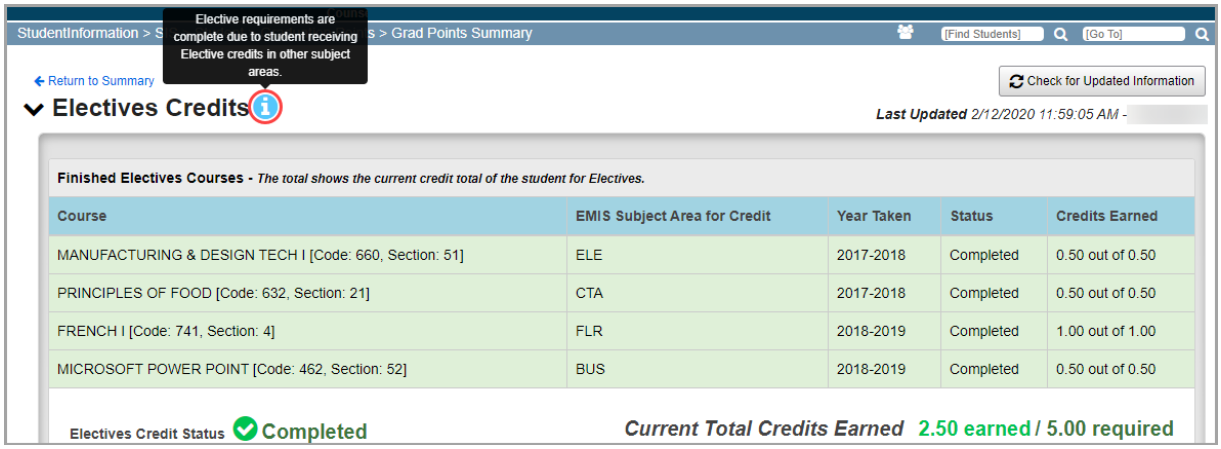
  - One unit of life sciences
  - One unit of advanced study in one or more of the following:
    - Chemistry, Physics, or another physical science
    - Advanced Biology or another life science
    - Astronomy, Physical Geology, or another earth or space science
- Exceptions:
  - A family may decide that their student is not prepared to meet the graduation requirement for a higher level science course. Or, their student may be planning a career that does not require higher level science. Higher level science may not be a requirement for this student. See *Ohio Curriculum Choices* for more information. To indicate a student is exempt from higher level science, see *"Student Exemptions/Requirements."*

Social Studies

- Students graduating in 2018 and 2019
  - Students must complete three units of social studies that include the following:
    - 1/2 unit of American History
    - 1/2 unit of American Government
- Students graduating in 2021
  - Students must complete three units of social studies that include the following:
    - 1/2 unit of World History and Civilizations
    - 1/2 unit of American History
    - 1/2 unit of American Government

Elective Credits

- Students must complete one or any combination of the following courses:
  - Foreign Language
  - Fine Arts
  - Business
  - Career-Technical Education
  - Family and Consumer Sciences
  - Technology
  - Agricultural Education
  - English Language Arts, Mathematics, Science, or Social Studies courses not otherwise required
- The following **EMIS Subject Areas for Credit** are currently automatically included for **Elective Credits**: BUS, CTA, ELE, FLR, HEC, JTC, and TEC.
  - To indicate a student has completed electives that do not fall under the above **EMIS Subject Areas for Credit**, see *"Student Exemptions/Requirements."*
  - When a student is marked as having met the Elective requirements on the **Student Exemptions/Requirements** screen, regardless of how many credits they have earned, their status is marked as **Complete** on the **Grad Points Summary** screen and **Electives Credits** screen. On the top of the **Electives Credits** screen, you can hover your cursor over to view the message that indicates the student has completed their Elective requirements outside of the automatically included **EMIS Subject Areas for Credit**.



Economics and Financial Literacy

- All students must receive instruction in economics and financial literacy during grades 9-12.
- To indicate a student has received instruction in economics and financial literacy, see *"Student Exemptions/Requirements."*

Fine Arts

- Students must complete at least 2 semesters of Fine Arts between grades 7-12.

  Note: *This requirement does not automatically display as complete even if courses display on the* ***Fine Arts*** *screen (see "Student Exemptions/Requirements").*

  - To indicate a student has completed comparable alternative Fine Arts courses that do not fall under the **EMIS Subject Area for Credit** "FAR - Fine Arts," see *"Student Exemptions/Requirements."*
- Exceptions:
  - Students following a career-technical pathway are exempt from taking Fine Arts. To indicate a student is following a career-technical pathway, see *"Student Exemptions/Requirements."*

Graduation Pathways

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

Depending on the student's situation or their **Fiscal Year Began 9th** value, one or more of the graduation pathways below may be available:

- For class of 2021 and later, see *"Permanent Requirements."*
- For class of 2018 to 2022, see *"2018+ Requirements."*
- For class of 2018 to 2020, see *"2018+ Optional Pathways."*
- For class of 2017 or earlier, see *"2017 Requirements."*
- For students who participate in AASCD, see *"(AASCD) Alternate Requirements."*

One of the following statuses displays beside each requirement that can be met:

– Indicates that the student has completed the requirement.

– Indicates that a requirement is in progress.

– Indicates that a requirement has not been met or started.

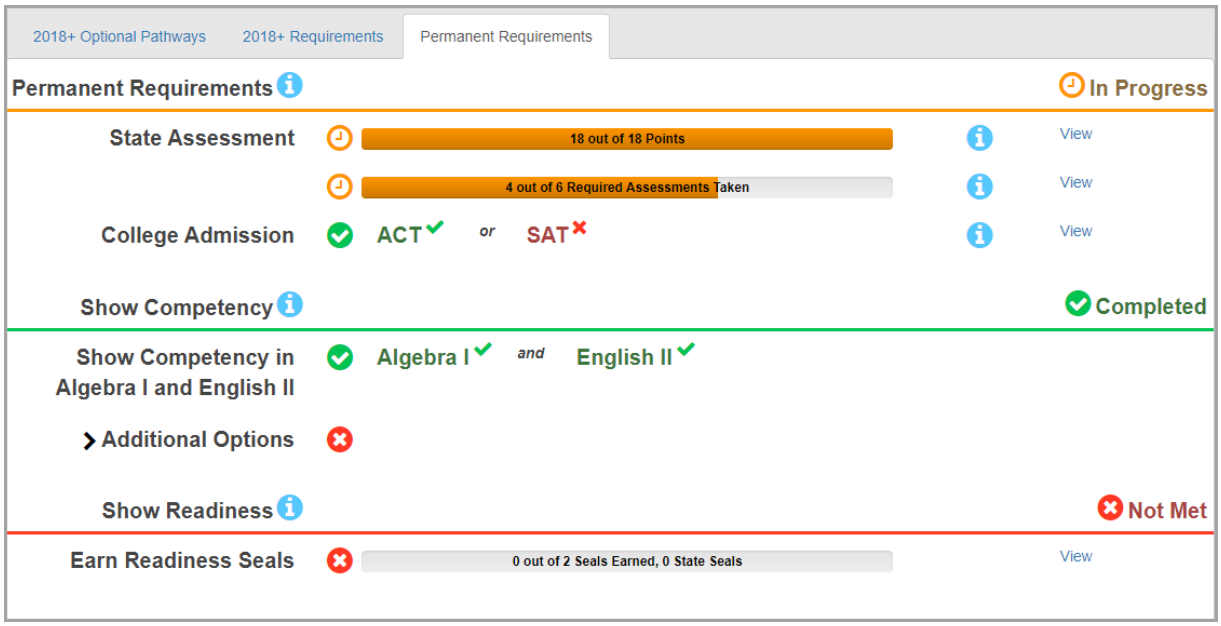
Permanent Requirements

The **Permanent Requirements** tab displays for students who have a **Fiscal Year Began 9th** value of **2018** or later on their **Edit Student Profile** screen **FN-Attributes** tab.

- Students who have a **Fiscal Year Began 9th** value of **2018** or **2019** (class of 2021 or 2022) may choose to graduate using the requirements on the **Permanent Requirements** tab or any other applicable option.
- Students who have a **Fiscal Year Began 9th** value of **2020** (class of 2023) or later must meet the requirements for graduation on the **Permanent Requirements** tab.

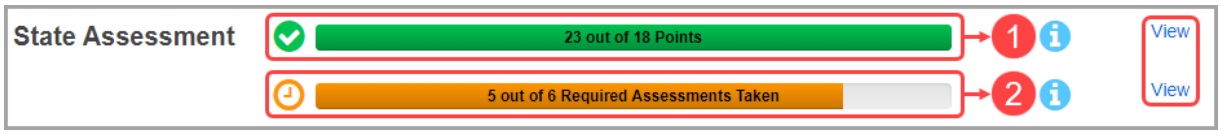
Students graduating in 2023 or later must take 6 end-of-course exams, take the ACT or SAT, show competency in English II and Algebra I end-of-course exams or alternatives, and demonstrate readiness by earning at least 2 diploma seals. Refer to any section below to understand the requirements for each component.

- For end-of-course exam requirements, see *"State Assessment."*
- For ACT and SAT requirements, see *"College Admission."*
- For competency in English II and Algebra I or alternatives, see *"Show Competency."*
- For demonstrating readiness, see *"Show Readiness."*



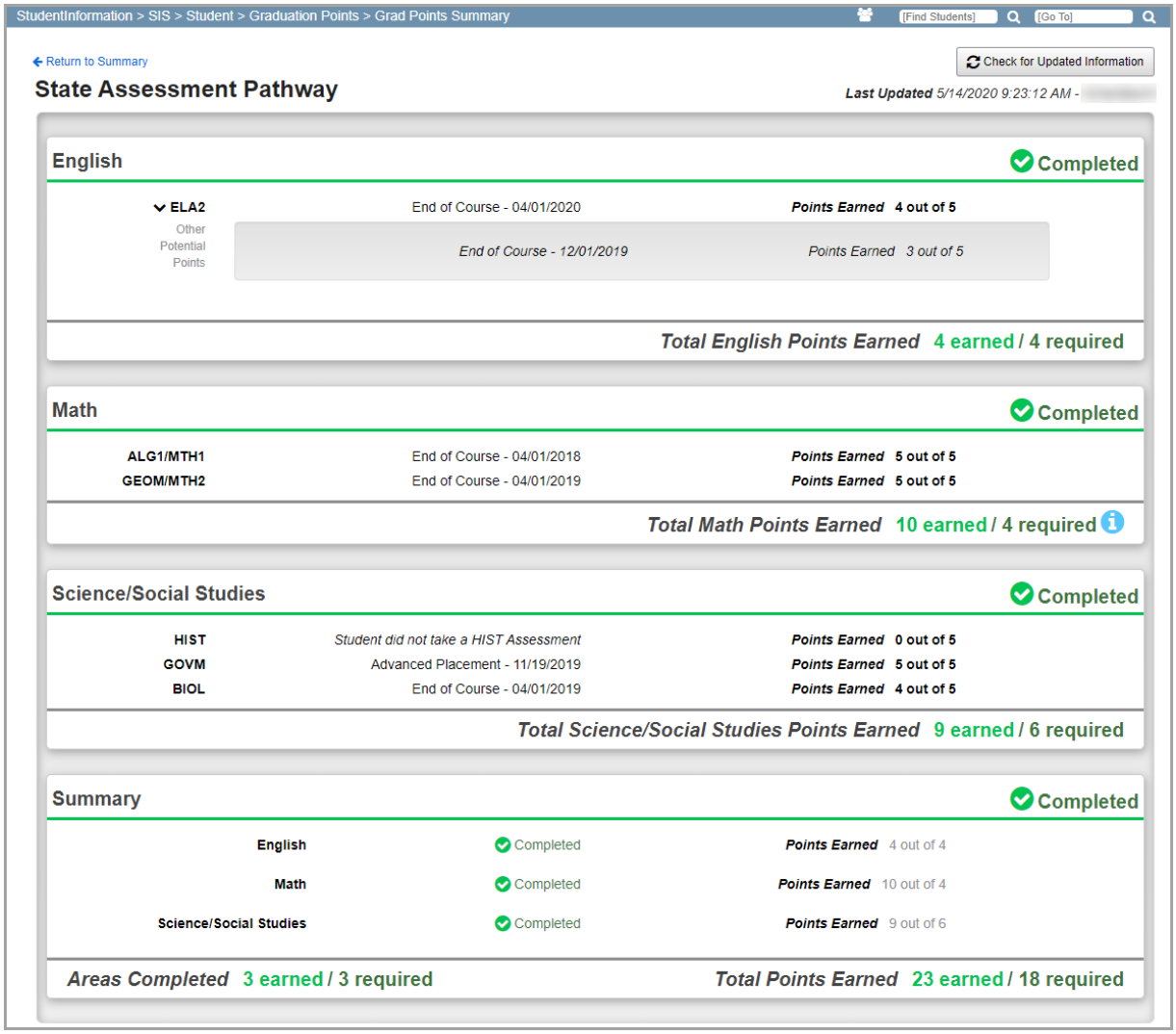
State Assessment

The **State Assessment** section displays the student's progress toward state assessment requirements.



1. Indicates the number of the 18 end-of-course exam points that the student has completed. You can click **View** to see more information regarding the student's progress on the **State Assessment Pathway** screen. To find out more about the end-of-course exam points and exceptions, see *"State Assessment Pathway."*

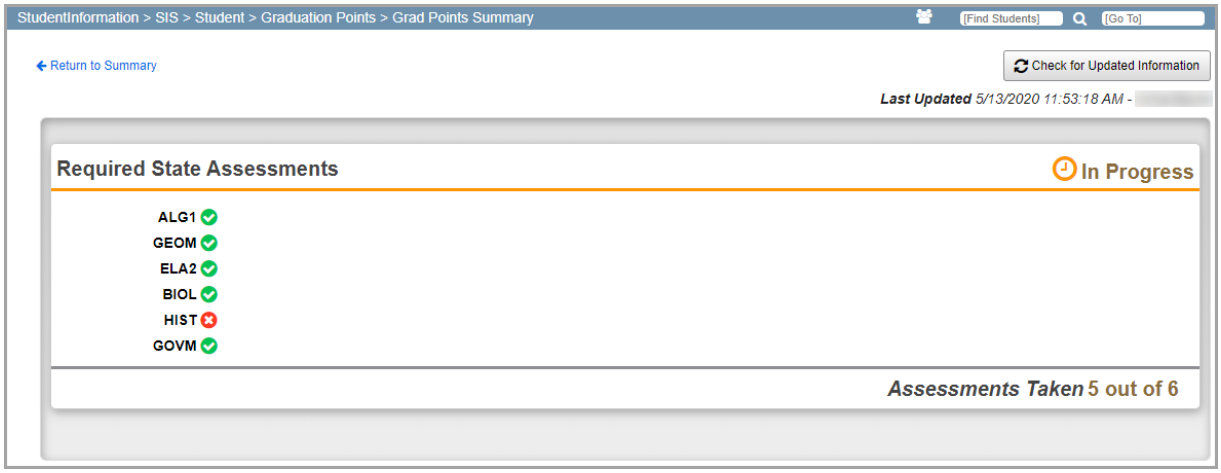
   ***Note:** Students following the graduation requirements on the **Permanent Requirements** tab are not required to complete 18 points.*



2. Indicates the number of the 6 federal and state required assessments that the student has taken. You can click **View** to see which assessments the student has taken on the **Required State Assessments** screen. All high school students must be tested in the following 6 areas:

   - Algebra I
   - Geometry
   - English II
   - Biology
   - American Government

- American History



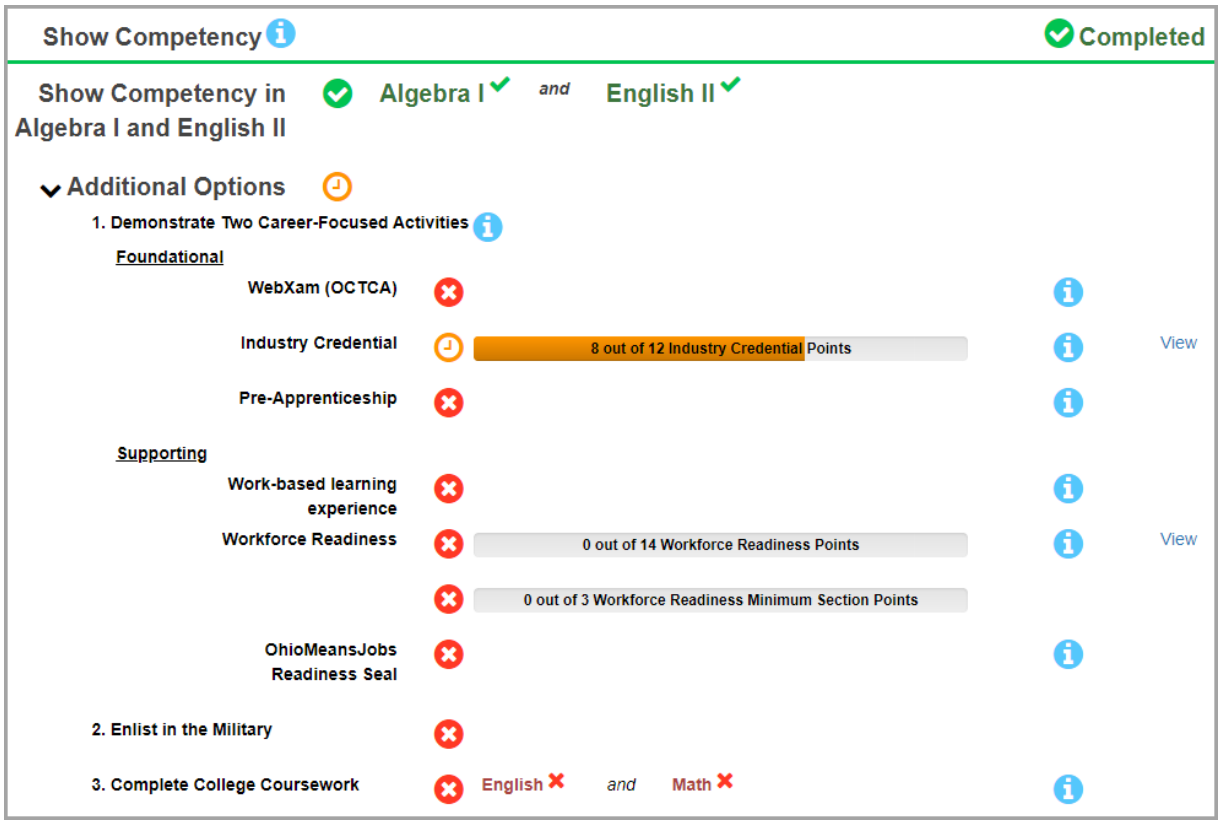
Show Competency

Students must demonstrate competency in Algebra I and English II by earning a passing score of at least 684 on both Algebra I and English II end-of-course exams.

> ***Note:*** *If the student has a* ***Score Not Reported*** *value of* ***W - Student received Graduation credit prior to assessment availability*** *they must earn a passing* ***Performance Level*** *score of* ***3 - Proficient****,* ***4 - Accelerated****, or* ***5 - Advanced****.*
>
> ***Note:*** *The calculation that determines competency for the Algebra I assessment includes the End-of-Course assessments for MTH1 or ALG1 to determine if the student met the competency score. If the student has an End-of-Course assessment for both MTH1 and ALG1, StudentInformation uses the record with the highest score to determine competency.*

If the student fails to complete either or both requirements, they must demonstrate competency in 1 of 3 alternative ways:

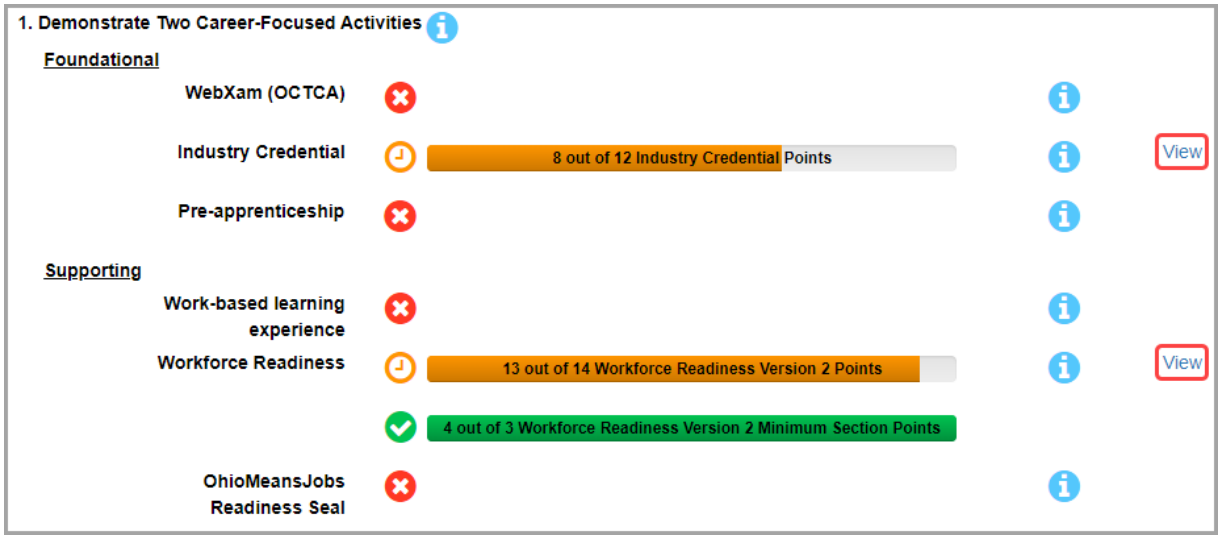
1. *"Demonstrate Two Career-Focused Activities"*
2. *"Enlist in the Military"*
3. *"Complete College Coursework"*



Demonstrate Two Career-Focused Activities

If the student has failed Algebra I and/or English II, they can meet the requirements of this option by demonstrating 2 career-focused activities, one of which must be foundational.

> ***Note:*** *As of ProgressBook Suite v20.3.0, the* ***WebXam (OCTCA)*** *option is currently pending more information from ODE and is non-functional.*



Industry Credential (Foundational) – Student must earn at least 12 industry credential points in at least 1 of 13 areas. You can click **View** to see more details on the **Industry Credential** screen (see *"Industry Credential"*).

Pre-apprenticeship (Foundational) – Student must complete a pre-apprenticeship in the student's chosen career field. To indicate that the requirement has been met, you must select the **Pre-apprenticeship** checkbox on the **Student Exemptions/Requirements** screen (see *"Optional Career-Technical Requirements"*).

Work-based learning experience (Supporting) – Student must complete a workplace experience that totals 250 hours with evidence of positive evaluations. To indicate that the requirement has been met, you must select the **Workplace Experience** checkbox on the **Student Exemptions/Requirement** screen (see *"Optional Career-Technical Requirements"*).

Workforce Readiness (Supporting) – Students graduating in 2020 or later must earn at least 14 points across all 3 WorkKeys Assessment sections with at least 3 points in each section of the test. You can click **View** to see more details on the **Industry Credential** screen (see *"Industry Credential"*).

OhioMeansJobs Readiness Seal (Supporting) – Student must meet the requirements and criteria established for the readiness seal, including demonstration of work-readiness and professional competencies. To indicate that the requirement has been met, you must select the **OhioMeansJobs Seal (Ohio)** checkbox on the **Student Exemptions/Requirements** screen (see *"State System of Diploma Seals"*).

Enlist in the Military

If the student has failed Algebra I and/or English II, they can meet the requirements of this option by providing a contract with the military to enlist upon graduation. To indicate that the requirement has been met, you must select the **Military Enlistment Seal (Ohio)** checkbox on the **Student Exemptions/Requirements** screen (see *"State System of Diploma Seals"*).

Complete College Coursework

If the student has failed Algebra I and/or English II, they can complete a corresponding College Credit Plus Course subject to demonstrate competency in the subject for which they did not pass end-of-course exams.

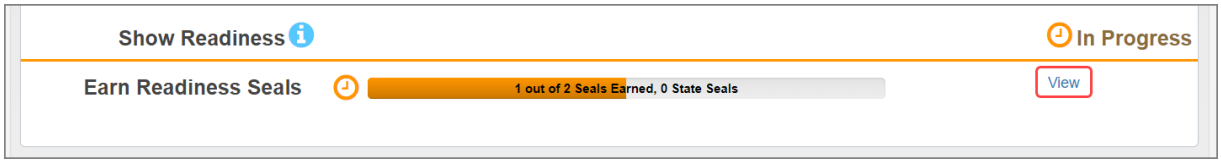
The following table depicts the conditions for completing the requirements of the **Show Competency** section when following this option.

Algebra I	English II	CCP Equivalent for Algebra I	CCP Equivalent for English II	Show Competency
Pass	Fail	Pass or N/A	Pass	Complete
Fail	Pass	Pass	Pass or N/A	Complete
Fail	Fail	Pass	Pass	Complete
Pass	Fail	Pass or N/A	Fail or N/A	Not Met
Fail	Pass	Fail or N/A	Pass	Not Met
Fail	Fail	Fail or N/A	Fail or N/A	Not Met

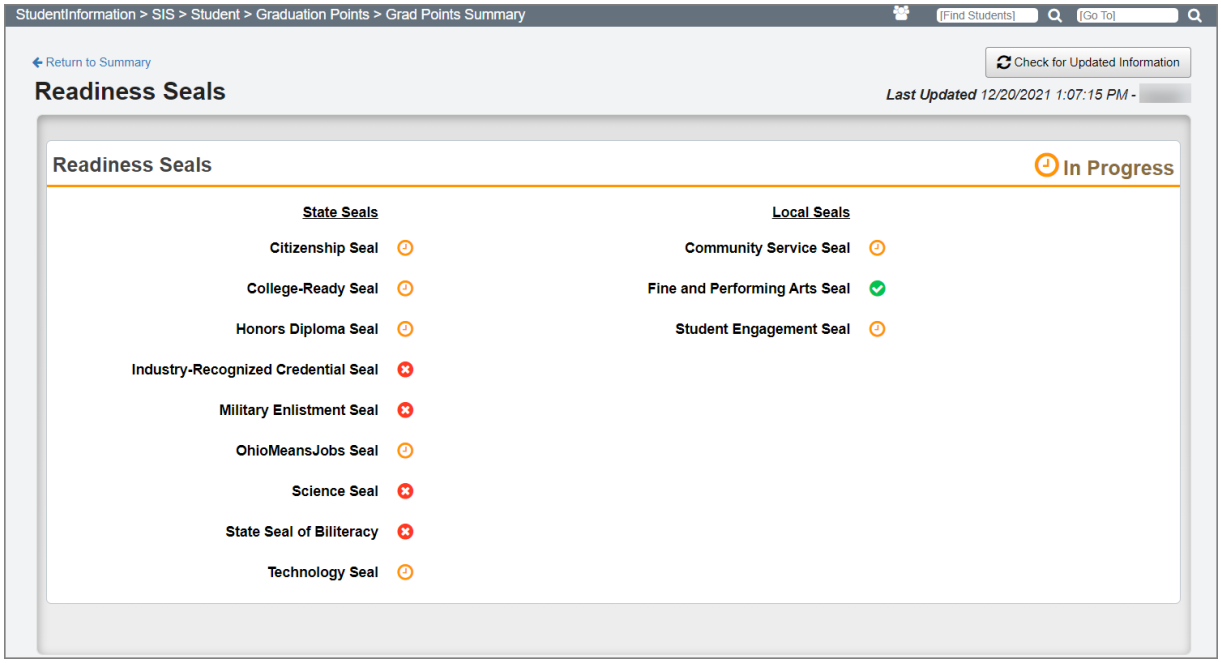
Show Readiness

Students must demonstrate readiness by earning at least 2 diploma seals, one of which must be state defined. You can indicate that a student plans to earn or has earned a seal on the **Student Exemptions/Requirements** screen (see *"State System of Diploma Seals"*).

You can click **View** to see more details.



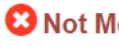
The **Readiness Seals** screen displays, indicating which seals the student has completed.



The following indicators display next to each seal used based on the settings of the **Plans to Earn** and **Earned** columns on the **Student Exemptions/Requirements** screen:

	Student has no selections in either the **Plans to Earn** column or the **Earned** column.
	The **Plans to Earn** column is selected, but the **Earned** column is not.
	The **Earned** column is selected, indicating the student has met the requirements of the seal.

At the top of the **Readiness Seals** section, the following status is displayed based on the settings of the **Plans to Earn** and **Earned** columns on the **Student Exemptions/Requirements** screen:

	The student has earned no seals.
	The student has earned at least one seal, or the student has earned two seals and they are both Local seals.
	The student has earned two seals and at least one is a State Seal.

2018+ Requirements

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

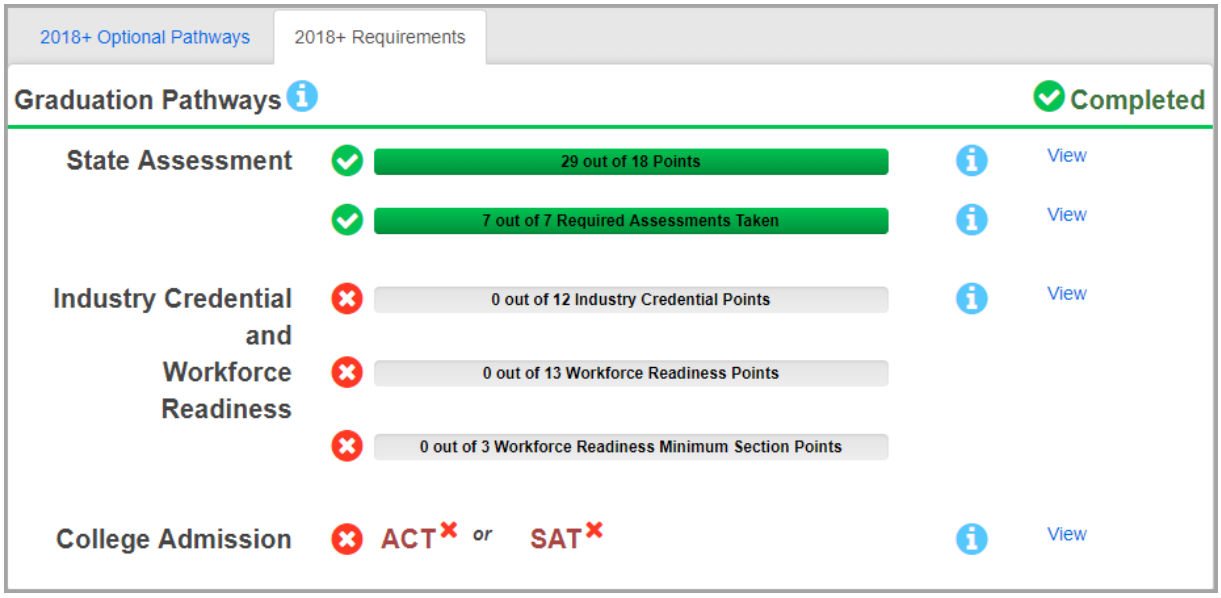
This option is available to students who graduate between 2018 and 2022.

Click the **2018+ Requirements** tab to view the student's progress toward completing 1 of the 3 graduation pathways available. Students can either complete the18 end-of-course exam points pathway, complete the **Industry Credential and Workforce Readiness** pathway, or successfully take the ACT or SAT.

Refer to any section below to better understand the requirements for each component.

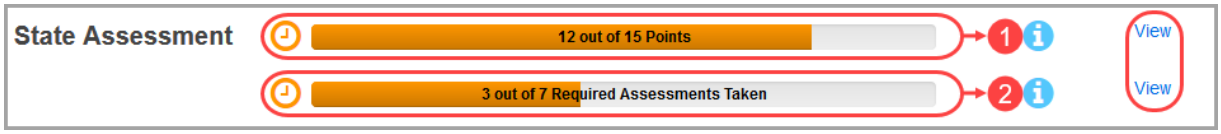
- For the end-of-course exams pathway, see *"State Assessment."*
- For the ACT or SAT pathway, see *"College Admission."*
- For the **Industry Credential and Workforce Readiness** pathway, see *"Industry Credential and Workforce Readiness."*

  Note: *Students graduating in 2017 do not need to complete the 5 federal and state required assessments if they are following the requirements on the* ***2018+ Requirements*** *tab. The example below shows a student who is eligible for graduation in 2017 as they have completed at least 18 end-of-course exam points.*

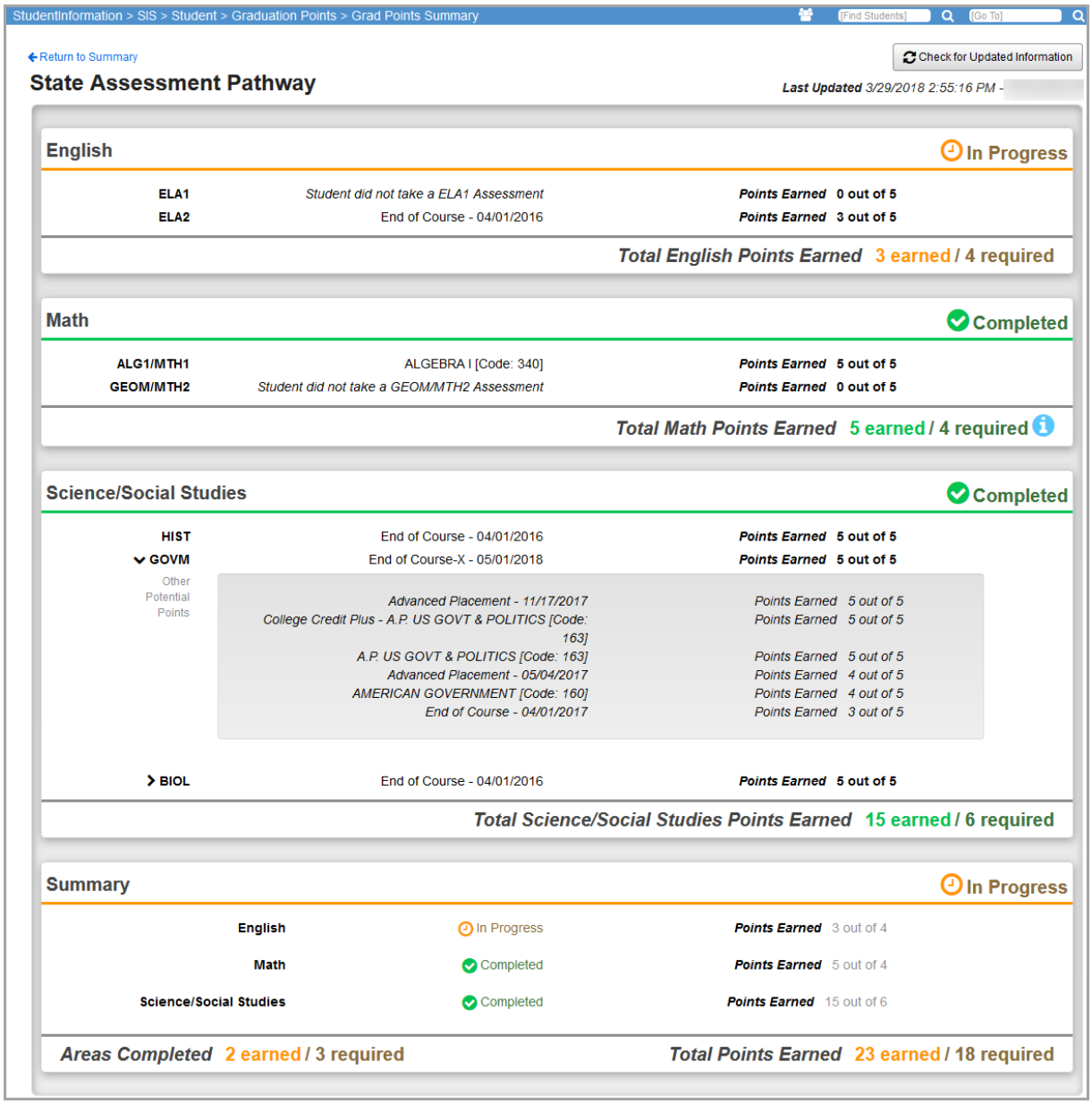


State Assessment

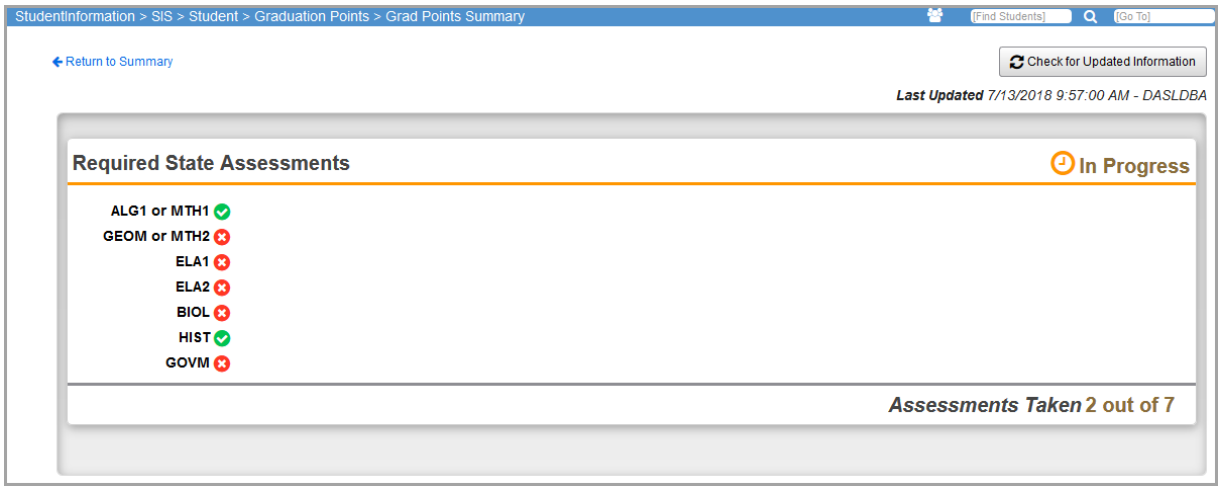
The **State Assessment** section displays the student's progress toward both state assessment requirements.



1. Indicates the number of the 18 end-of-course exam points requirement areas the student has completed. You can click **View** to see more information on the **State Assessment Pathway** screen regarding the student's progress. To find out more about the end-of-course exam points requirements and exceptions, see *"State Assessment Pathway."*

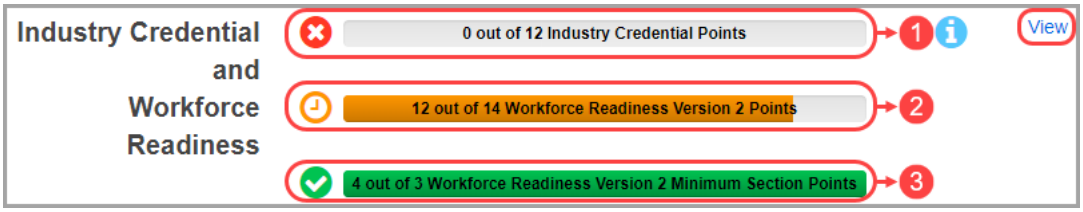


2. Indicates the number of the 7 federal and state required assessments that the student has taken. You can click **View** to see which assessments the student has taken on the **Required State Assessments** screen. All high school students must be tested in the following 7 areas:
   - Algebra I or Integrated Math I
   - Geometry or Integrated Math 2
   - English I
   - English II
   - Biology
   - American History
   - American Government



Industry Credential and Workforce Readiness

The **Industry Credential and Workforce Readiness** section displays the student's progress toward the pathway's requirement. Students must complete at least 12 points in at least one Industry Recognized Credential as well as at least 13 points on the WorkKeys assessment. You can click **View** to see more details on the **Industry Credential** screen (see *"Industry Credential"*).



1. Indicates the number of industry credential points the student has earned.
2. Indicates the number of total points the student has earned across all 3 WorkKeys assessment sections (Version 1 or Version 2).

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

3. Indicates the number of WorkKeys assessment sections (Version 1 or Version 2) in which the student has earned at least 3 points.

2018+ Optional Pathways

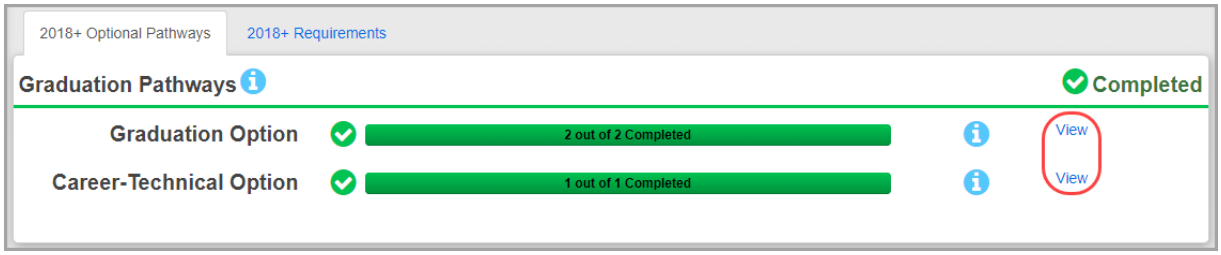
On the **Grad Points Summary** screen, the **2018+ Optional Pathways** tab displays if students have a **Fiscal Year Began 9th** value of **2015**, **2016**, or **2017** (class of 2018, 2019, or 2020) on the **Edit Student Profile** screen **FN-Attributes** tab.

This option is available to students who graduate between 2018 and 2020.

- Students can choose to complete either the **Graduation Option** or **Career-Technical Option** on the **2018+ Optional Pathways** tab.
- Alternatively, students can also choose to complete 1 of the 3 **Graduation Pathways** on the **2018+ Requirements** tab instead (see *"2018+ Requirements"*).

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

> ***Note:*** *The **2018+ Optional Pathways** tab does not display if students have no **Fiscal Year Began 9th** value or if their **Fiscal Year Began 9th** has a value that is not **2015**, **2016**, or **2017**.*



You can click **View** to see details regarding the student's progress toward the 2018+ optional pathways. Students must pass courses that constitute the curriculum requirements, take all 7 end-of-course exams, and fulfill any additional requirements for the **Graduation Option** or the **Career Technical Option**.

Graduation Option – Students must meet at least 2 of 9 requirements (see *"Optional Graduation Requirements."*); if the student receives a score of 1 or 2 on any Math or English Arts test, they must retake the test at least once.

Career-Technical Option – Students must finish a career-technical program that includes at least 4 courses in a single career pathway and complete at least 1 of 3 requirements (see *"Optional Career-Technical Requirements"*).

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

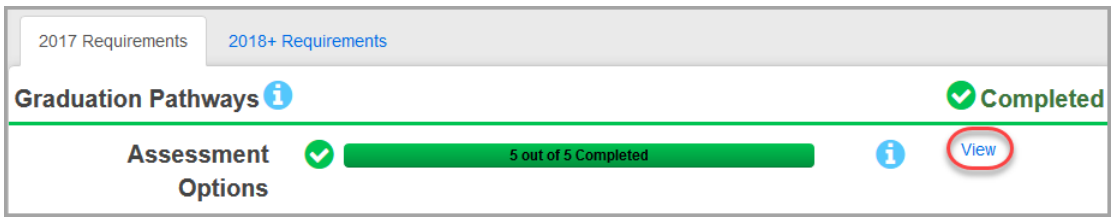
2017 Requirements

On the **Grad Points Summary** screen, the **2017 Requirements** tab displays for **Graduation Pathways** if students have a **Fiscal Year Began 9th** value of **2014** or earlier on the **Edit Student Profile** screen **FN-Attributes** tab. Students who are graduating in 2017 or earlier may either complete the **Assessment Options** in the **2017 Requirements** tab or 1 of the 3 **Graduation Pathways** on the **2018+ Requirements** tab (see *"2018+ Requirements"*).

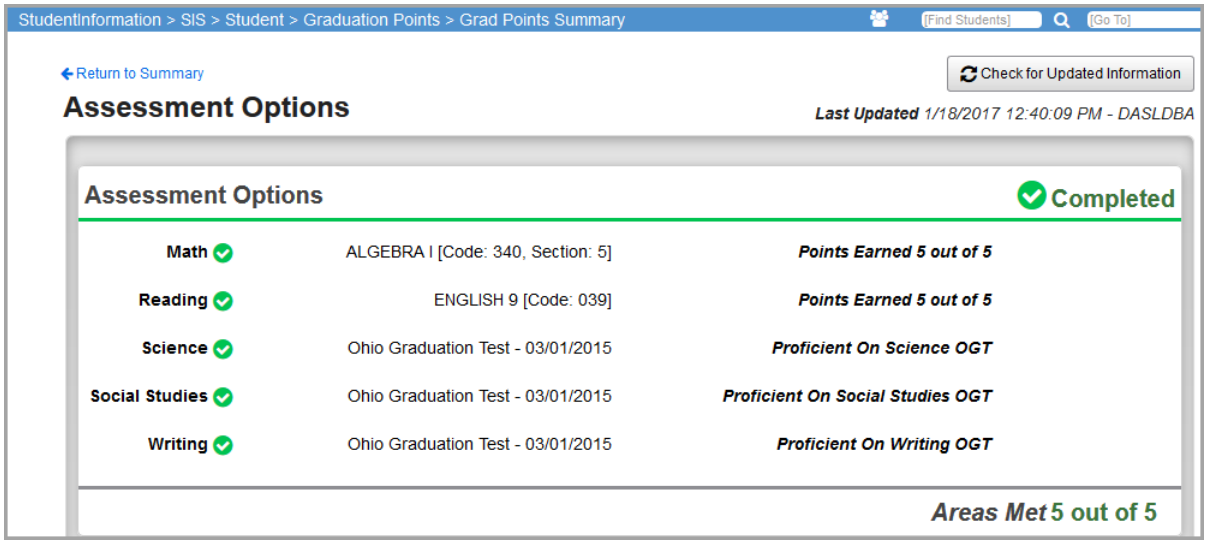
This option is available only to students graduating in 2017 or earlier.

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

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



You can click **View** to see details regarding the student's progress toward 2017 graduation requirements. Students must complete 1 assessment option for each of the following subject areas: Math, Reading, Writing, Science, and Social Studies. Students must either pass the OGT in the required subject areas, receive certain performance levels in related end-of-course exams, or score a certain amount or higher for the corresponding ACT or SAT subject test.

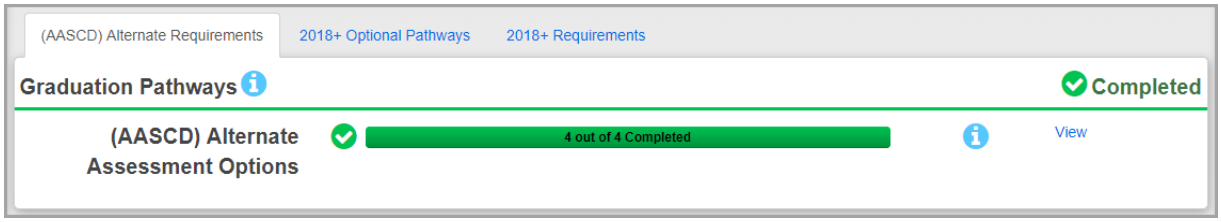


(AASCD) Alternate Requirements

On the **Grad Points Summary** screen, the **(AASCD) Alternate Requirements** tab displays in the **Graduation Pathways** area for a student if they participate in Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) and have taken alternative assessments.

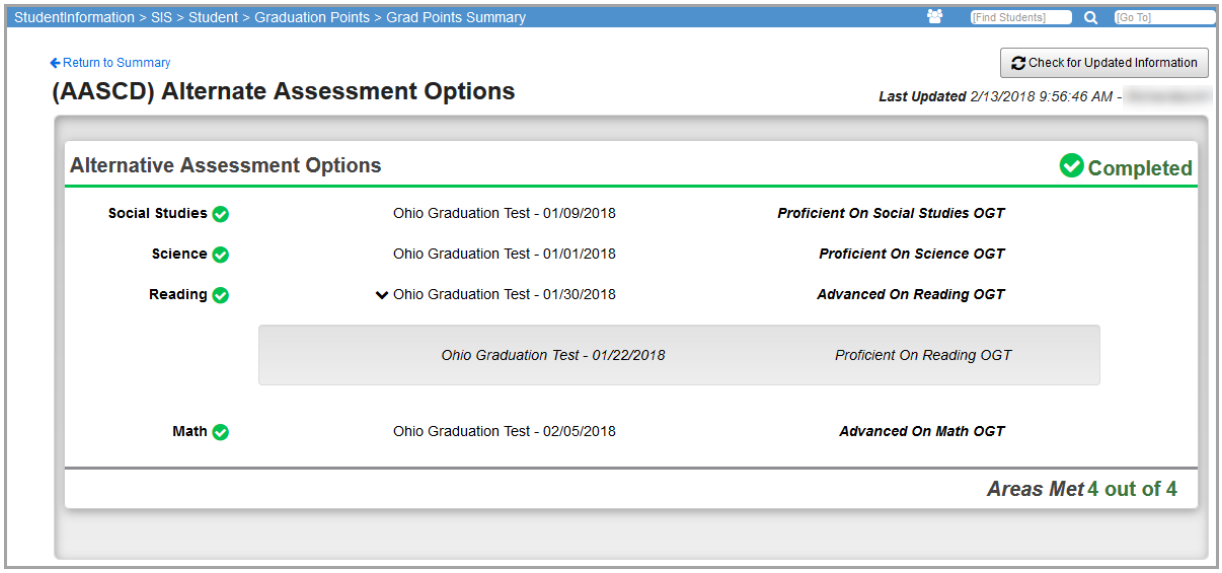
Click the **(AASCD) Alternate Requirements** tab to view the student's progress toward completing the 4 required alternative assessments for graduating.

> ***Note:*** *The* ***(AASCD) Alternate Requirements*** *tab does not display if the student has no applicable alternative assessments entered.*



Click **View** to see details regarding the student's progress toward alternative requirements. To meet graduation requirements, these students must complete alternative assessments for Reading, Math, Science, and Social Studies and receive a **Scaled Score** that results in a **Standard** of **Proficient** or higher for each assessment area.

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



State Assessment Pathway

The **State Assessment Pathway** screen displays the details of the student's progress toward each end-of-course exam requirement (see *"End-of-Course Requirements"*). This screen applies to students who are following the **Permanent Requirements** tab (see *"Permanent Requirements"*) or the **2018+ Requirements** tab (see *"2018+ Requirements"*).

If a student has earned points from multiple sources, such as regular assessments, College Credit Plus (CCP) courses, Advanced Placement (AP) courses, and International Baccalaureate (IB) courses, or is prorated or exempt from certain subject areas, all types of earned points display for each subject area with the highest score listed first.

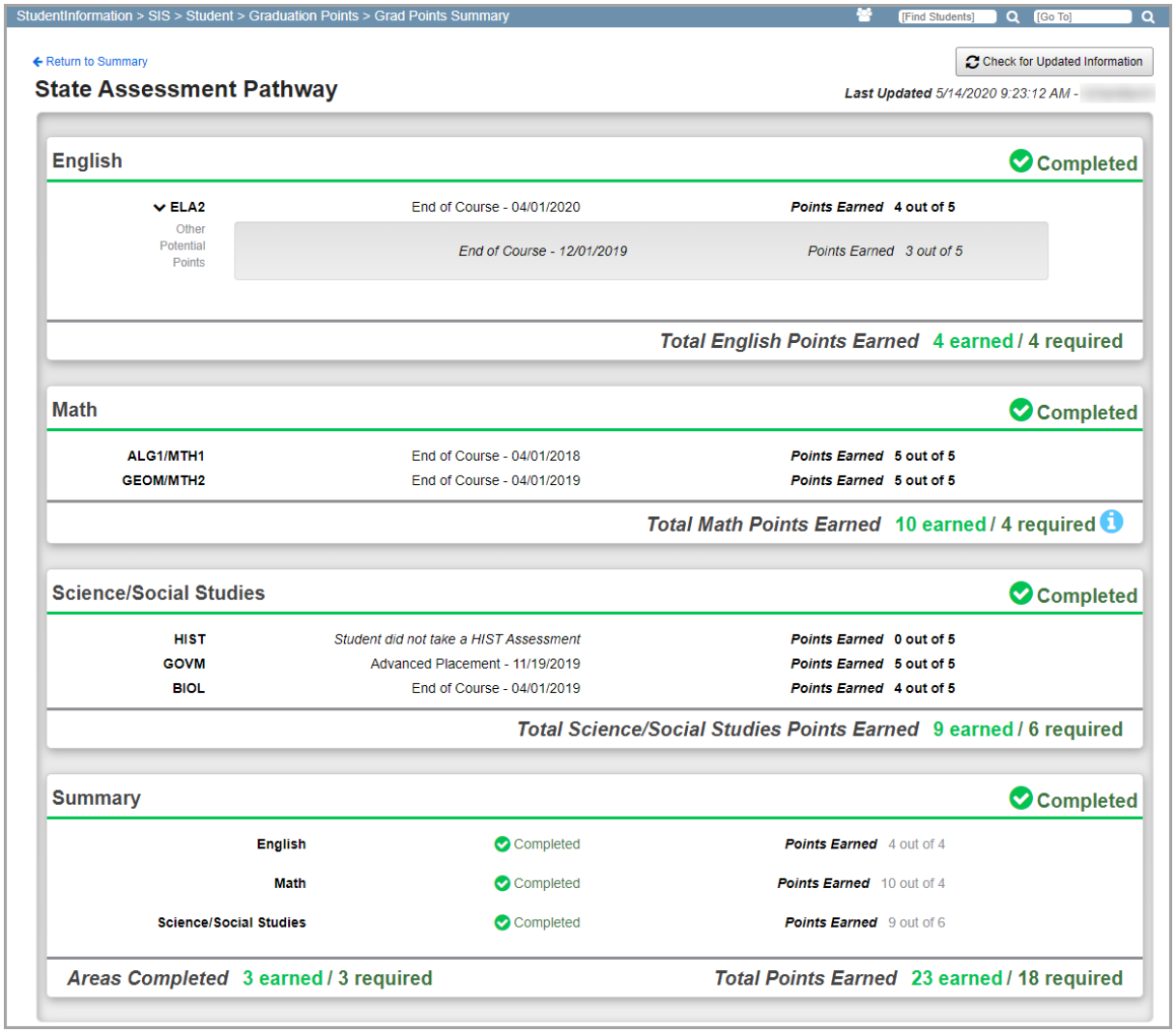
Note: *The end-of-course 18-point requirement applies only to students following the* ***2018+ Requirements*** *option (see "2018+ Requirements"). Although the 18-point requirement displays on the* ***Permanent Requirements*** *tab, students following the* ***Permanent Requirements*** *option need to take only the 6 required state assessments and show competency in English II and Math I, or complete an alternative pathway (see "Permanent Requirements").*

Note: *To map courses to end-of-course exams, see the* ProgressBook StudentInformation Course History, Class Rank, and Transcripts Guide*.*

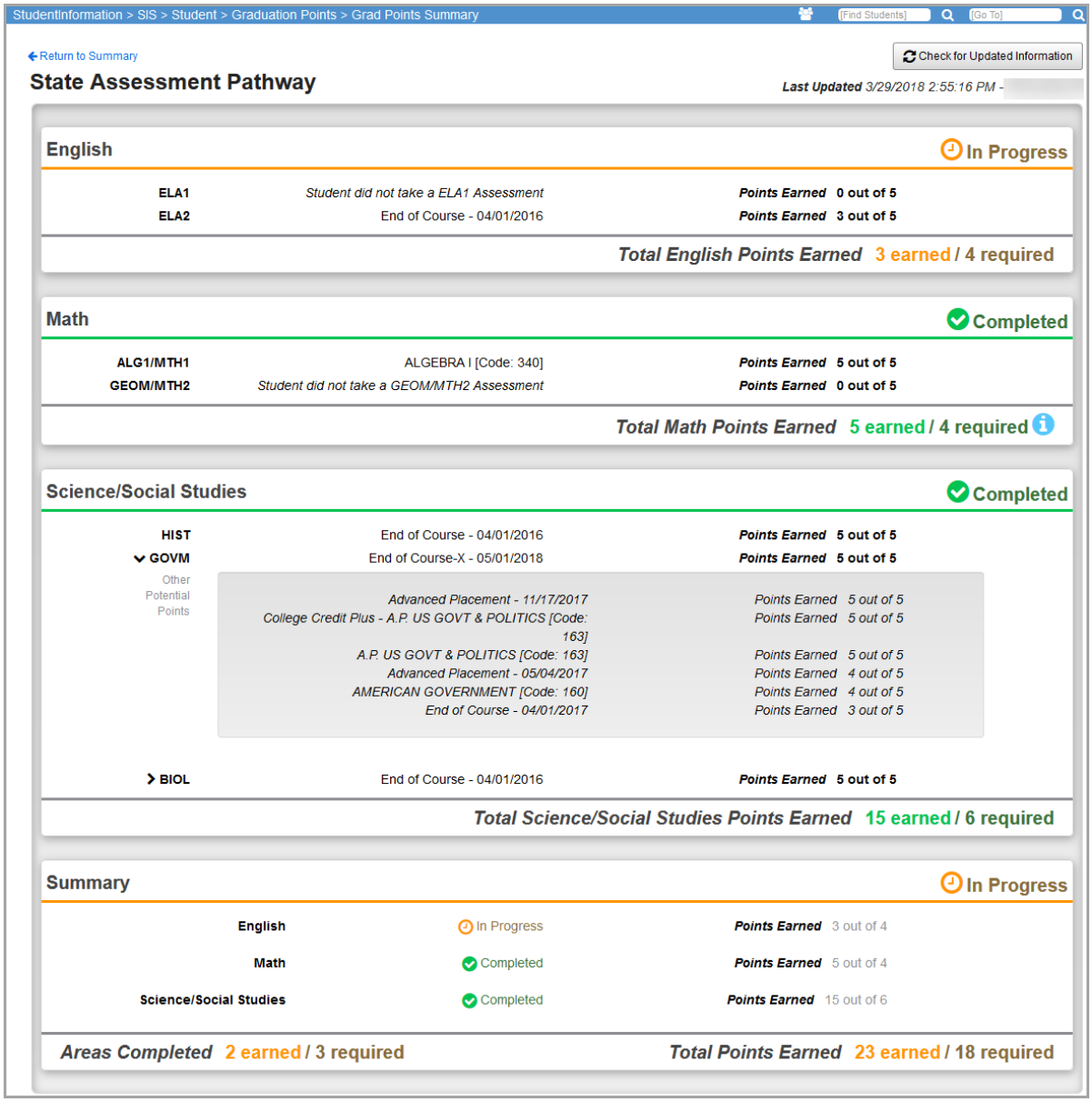
Note: *End-of-course exams with a* ***Required Test Type*** *of* ***ALT - Alternate*** *do not count toward a student's* ***State Assessment Pathway****.*

- To view the required performance levels and how they affect the points, see *"Performance Level Credit."*
- To view how proration affects the points, see *"Proration Credit."*
- To view how IEPs affect the points, see *"IEP Exemption Credit."*
- For more information on the end-of-course requirements, see *"End-of-Course Requirements."*

Permanent Requirements – State Assessment Pathway



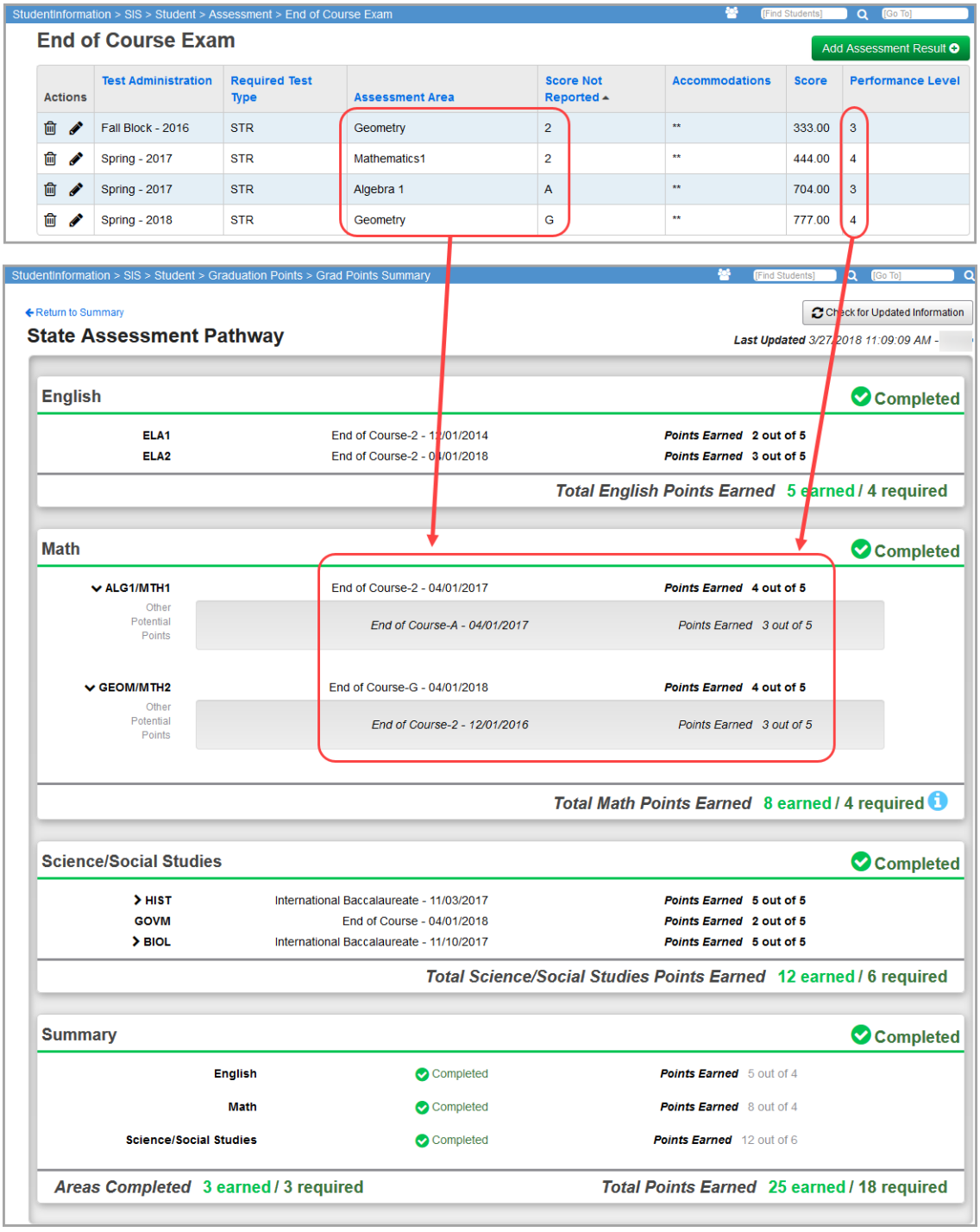
2018+ Requirements – State Assessment Pathway



Performance Level Credit

If a student has an end-of-course exam with a **Score Not Reported** value of **2**/**5**/**A**/**B**/**C**/**D**/**E**/**F**/**G**/**H**/**I**/**J**/**X** with a **Performance Level** selected, the student receives points equal to their **Performance Level** value instead of their **Score**. If the assessment does not have a **Performance Level** selected, the assessment does not count toward the **State Assessment Pathway** section on the **2018+ Requirements** tab or the **Permanent Requirements** tab, or the 5 federal and state required assessments for the 2017 Requirements (see *"2017 Requirements"*).

Note: *End-of-course exams with a* ***Score Not Reported*** *value of* **2/5/A/B/C/D/E/F/G/H/I/J/X** display as **End of Course - <value> - <date>** to help administrators track the student's progress.



Proration Credit

If a student is prorated for an end-of-course exam, the **State Assessment Pathway** screen displays the earned points in blue. At the bottom of the screen, you can hover your cursor over to view the student's proration details and the automatically adjusted point requirements.

Students receive proration when they have transferred from out of state and should receive transfer points for certain end-of-course exams.

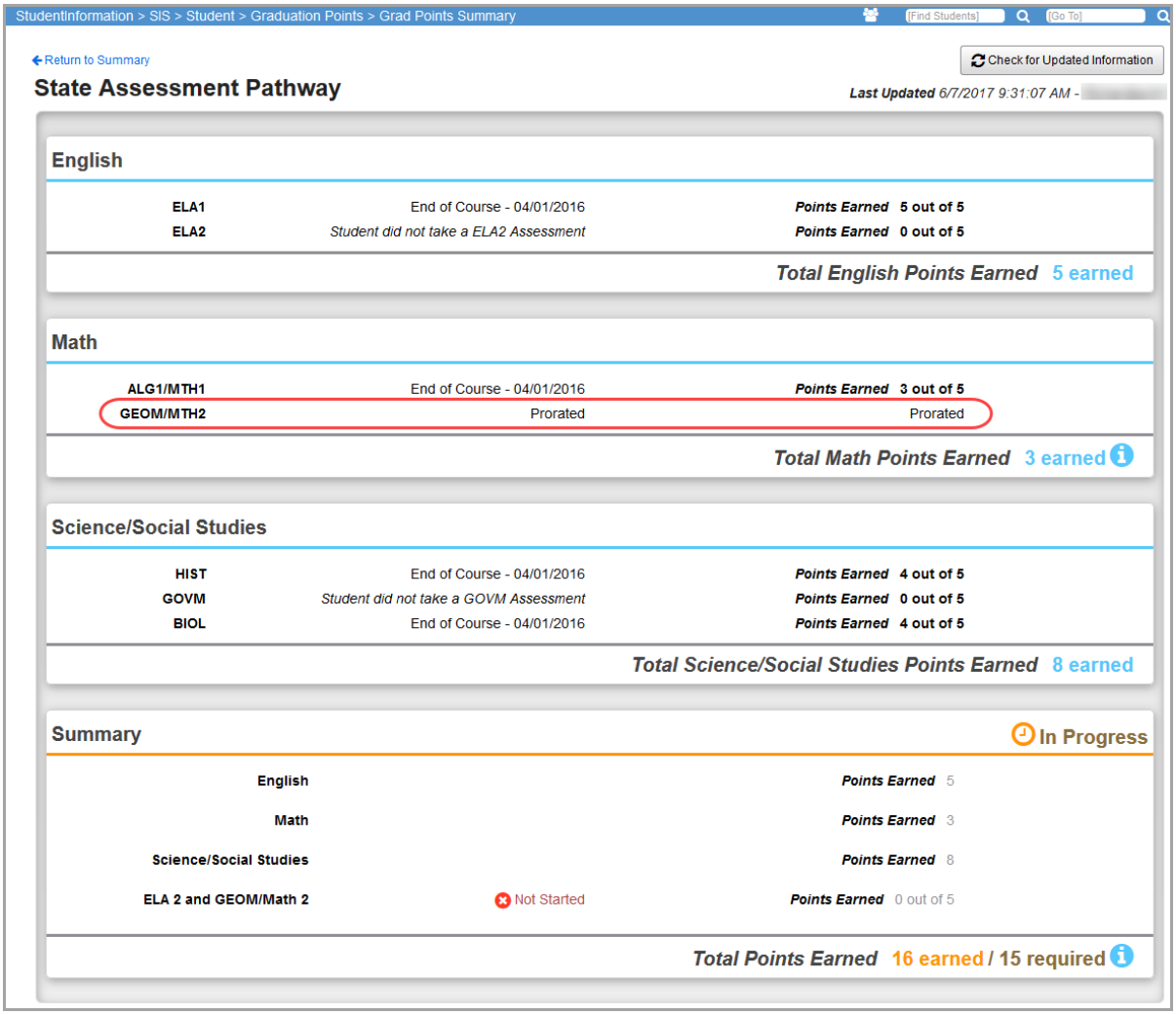
To prorate a student for an end-of-course exam, you must select a **Score Not Reported** value of **Y - Student transferred in with course already completed**. For more information, see the *ProgressBook StudentInformation Assessments Guide* and/or your EMIS coordinator.

If a student is prorated for an end-of-course exam, subsequently takes the corresponding end-of-course exam or a substitute course, and receives a **Performance Level** of **3** or higher, the newly taken assessment or course displays, and the student is no longer marked as prorated for that particular end-of-course exam.

Prorated assessments do not count toward the minimum required end-of-course exams a student must take (4 points in Math, 4 points in English, and 6 points across Science and Social Studies).

The following table displays the proration points the student receives based on their number of remaining tests:

GRADUATION POINT REQUIREMENT FOR TRANSFER STUDENTS			
Tests Remaining	Points Required	Tests Remaining	Points Required
7	18	4	10
6	15	3	8
5	13	2	5


StudentInformation > SIS > Student > Graduation Points > Grad Points Summary
[Find Students]
[Go To]
Return to Summary
Check for Updated Information
State Assessment Pathway
Last Updated 6/7/2017 9:31:07 AM -
English
ELA1 End of Course - 04/01/2016 Points Earned 5 out of 5
ELA2 Student did not take a ELA2 Assessment Points Earned 0 out of 5
Total English Points Earned 5 earned
Math
ALG1/MTH1 End of Course - 04/01/2016 Points Earned 3 out of 5
GEOM/MTH2 Prorated Prorated
Total Math Points Earned 3 earned
Science/Social Studies
HIST End of Course - 04/01/2016 Points Earned 4 out of 5
GOVM Student did not take a GOVM Assessment Points Earned 0 out of 5
BIOL End of Course - 04/01/2016 Points Earned 4 out of 5
Total Science/Social Studies Points Earned 8 earned
Summary
In Progress
English Points Earned 5
Math Points Earned 3
Science/Social Studies Points Earned 8
ELA 2 and GEOM/Math 2 Not Started Points Earned 0 out of 5
Total Points Earned 16 earned / 15 required

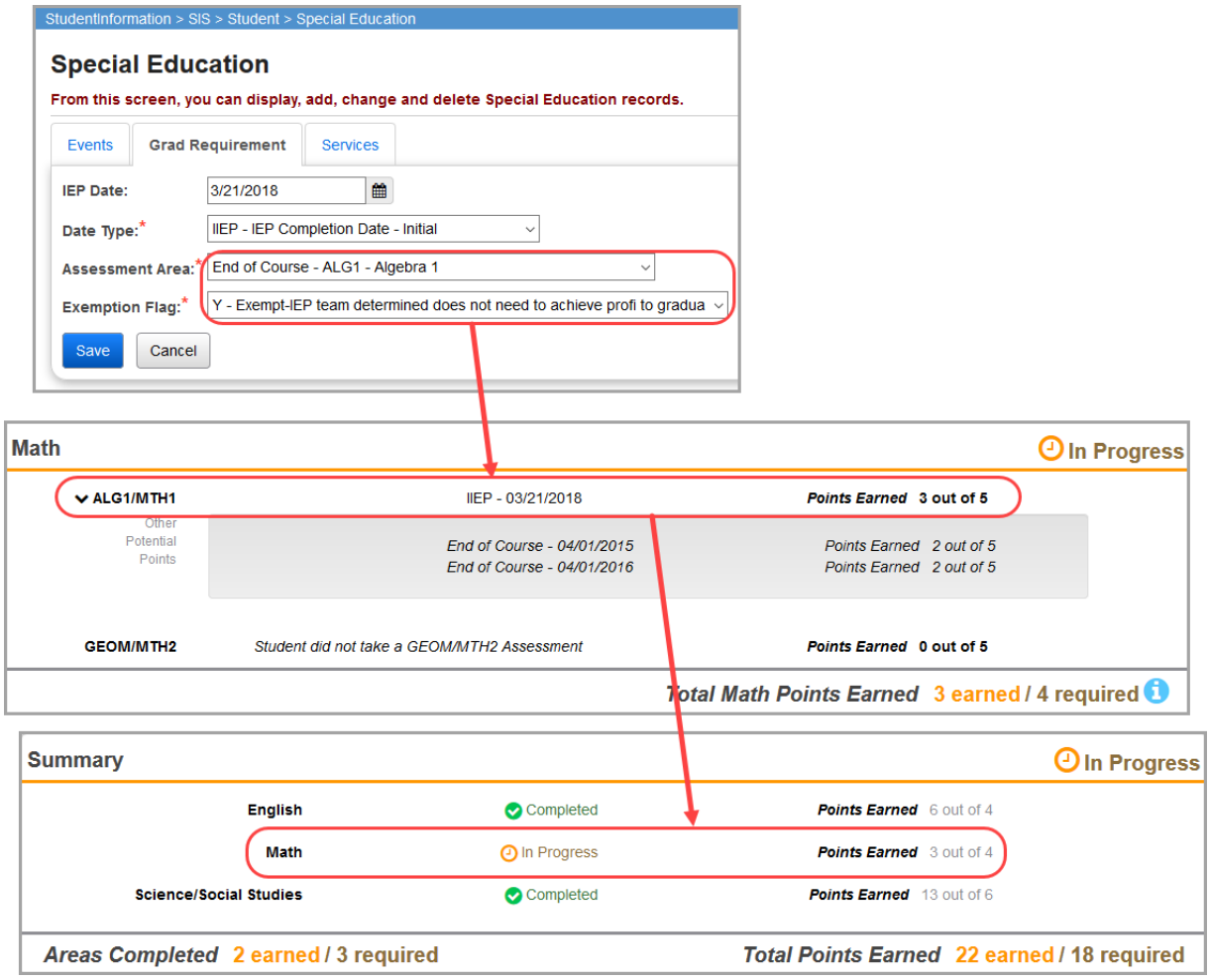
IEP Exemption Credit

Students receive 3 graduation points (proficient) toward a particular end-of-course requirement when they have a special education **Grad Requirement** record with the following conditions:

- **IEP Date** value is within the current school year
- End-of-course **Assessment Area** value is selected (e.g., **End of Course - ALG1 - Algebra 1**)
- **Exemption Flag** is set to "Y"

For more information, see the *ProgressBook StudentInformation EMIS Guide*.

> ***Note:*** *Students must have taken the test in the exempted subject area at least once in order for the proficiency to count toward their progress.*



End-of-Course Requirements

Students following the graduation requirements on the **2018+ Requirements** tab *(see "2018+ Requirements")* must earn a cumulative total of 18 points across 7 end-of-course exams. Students must earn a minimum of 4 points in Math, 4 points in English, and 6 points across Science and Social Studies.

> ***Note:*** *The end-of-course 18-point requirement applies only to students following the graduation requirements on the* ***2018+ Requirements*** *tab (see "2018+ Requirements"). Although the 18-point requirement displays on the* ***Permanent Requirements*** *tab, students following the graduation requirements on the* ***Permanent Requirements*** *tab need to take only the 6 required state assessments and show competency in English II and Math I, or complete an alternative pathway (see "Permanent Requirements").*
>
> ***Note:*** *Prorated assessments do not directly count toward the minimum required end-of-course exams a student must take.*

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

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

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

    Note: *Only students graduating in 2018 may take either Physical Science or Biology. Students graduating in 2018 who completed a Physical Science course prior to 7/1/2015 are exempt from the Biology end-of-course exam requirements below. Such students can also retake the Physical Science assessment for a higher score at a later date.*

    Note: *All students graduating in 2018 must take the Biology end-of-course exam even if they have CCP, AP, or IB courses that count toward the requirements. If a student has such courses and takes the Biology assessment, the highest score applies to their progress.*

  - American History (HIST)

- American Governments (GOVM)

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

AP AND IB CROSSWALK TO GRADUATION POINTS		
ADVANCED PLACEMENT	INTERNATIONAL BACCALAUREATE	GRADUATION POINTS
4 or 5	6 or 7	5
3	4 or 5	4
2	2 or 3	3
Not applicable	Not applicable	2
1	1	1

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

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

Note: *Students who received grades for high school courses prior to end-of-course exam availability must have the corresponding end-of-course exam entered with a* ***Score Not Reported*** *value of* ***W - Student received Graduation credit prior to assessment availability*** *and a* ***Performance Level*** *equivalent to*

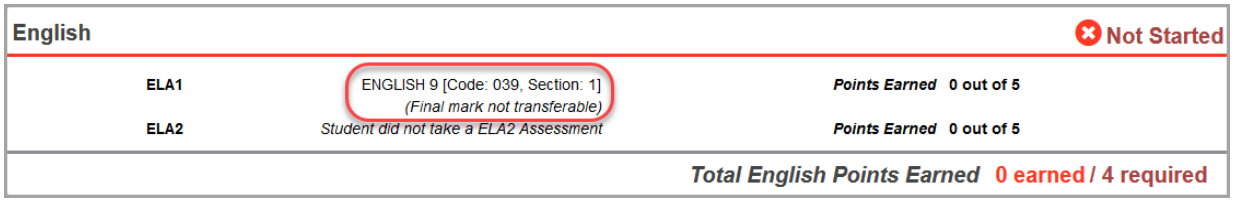
the student's grade in the course for them to receive points toward graduation. The following table displays the conversion between high school course grades and graduation points.

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

Below is a table showing the dates on which end-of-course exams were available for the first time.

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

***Note:** Not all custom marks can be converted to Graduations Points. If a custom mark cannot be converted, this message displays beside the corresponding end-of-course exam: **Final mark not transferable**.*



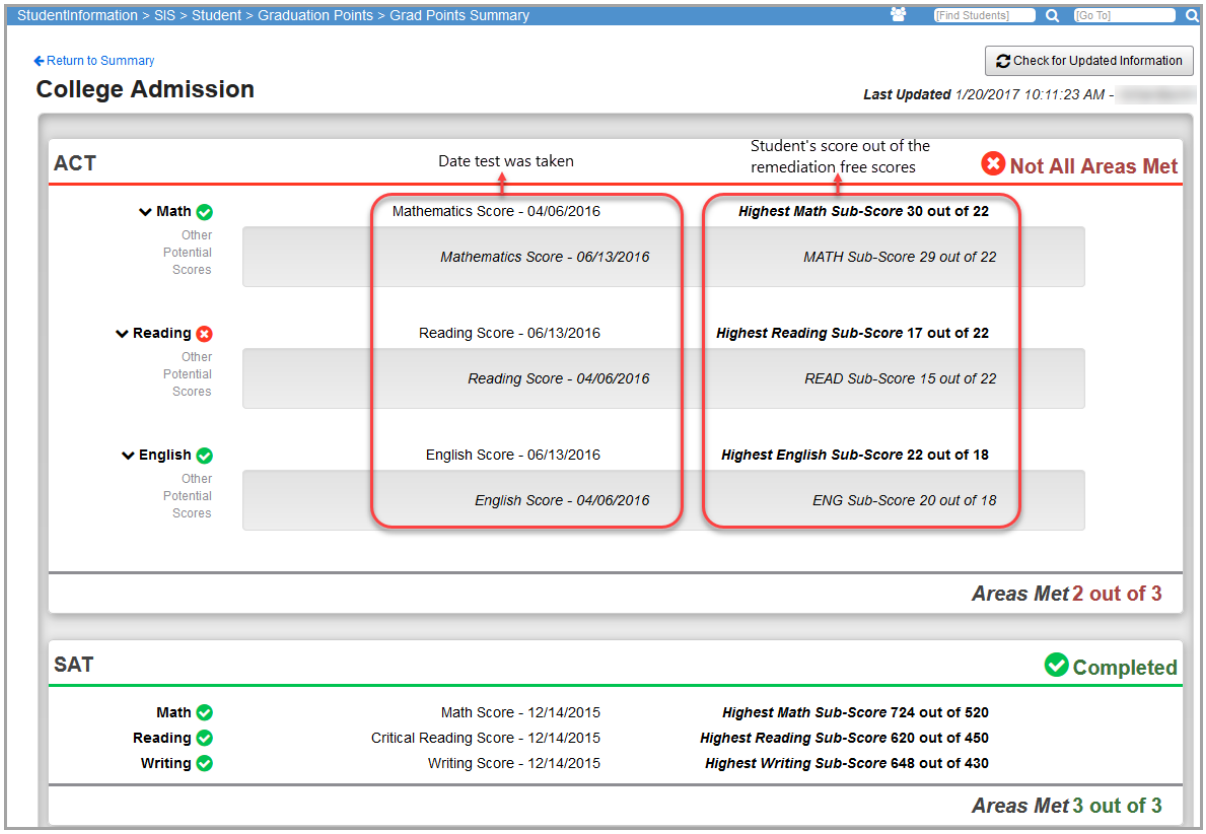
College Admission

The **College Admission** section displays the student's progress toward college readiness. This option applies to students who are following the requirements on the **Permanent Requirements** tab (see *"Permanent Requirements"*) or the **2018+ Requirements** tab (see *"2018+ Requirements"*).

Students must meet the remediation-free scores on the ACT or SAT to fulfill the pathway requirements.

Click **View** to see details on the student's progress.

The **College Admission** screen displays.



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

Note: *When a student has completed multiple ACT or SAT tests, displays beside each subject requirement and you can click it to expand the details of all tests taken. The highest score for each subject area, regardless of when the test was taken, is used to assess the student's completion of the* ***College Admission*** *section.*

ACT and SAT Requirements

The following tables display the ACT and SAT graduation requirements that students must meet. A student's SAT scores are assessed only if their ACT scores do not meet the requirements.

ACT	
Fiscal Year Began 9th ≥ 2018	
English	≥ 18
Reading	≥ 22
Mathematics	≥ 22

SAT			
Taken Before 03/01/2016		**Taken After 03/01/2016**	
		Fiscal Year Began 9th ≥ 2018	
Writing	≥ 430	**Evidence-Based Reading and Writing (EBRW)**	≥ 480
Reading	≥ 450		
Mathematics	≥ 520	**Mathematics**	≥ 530

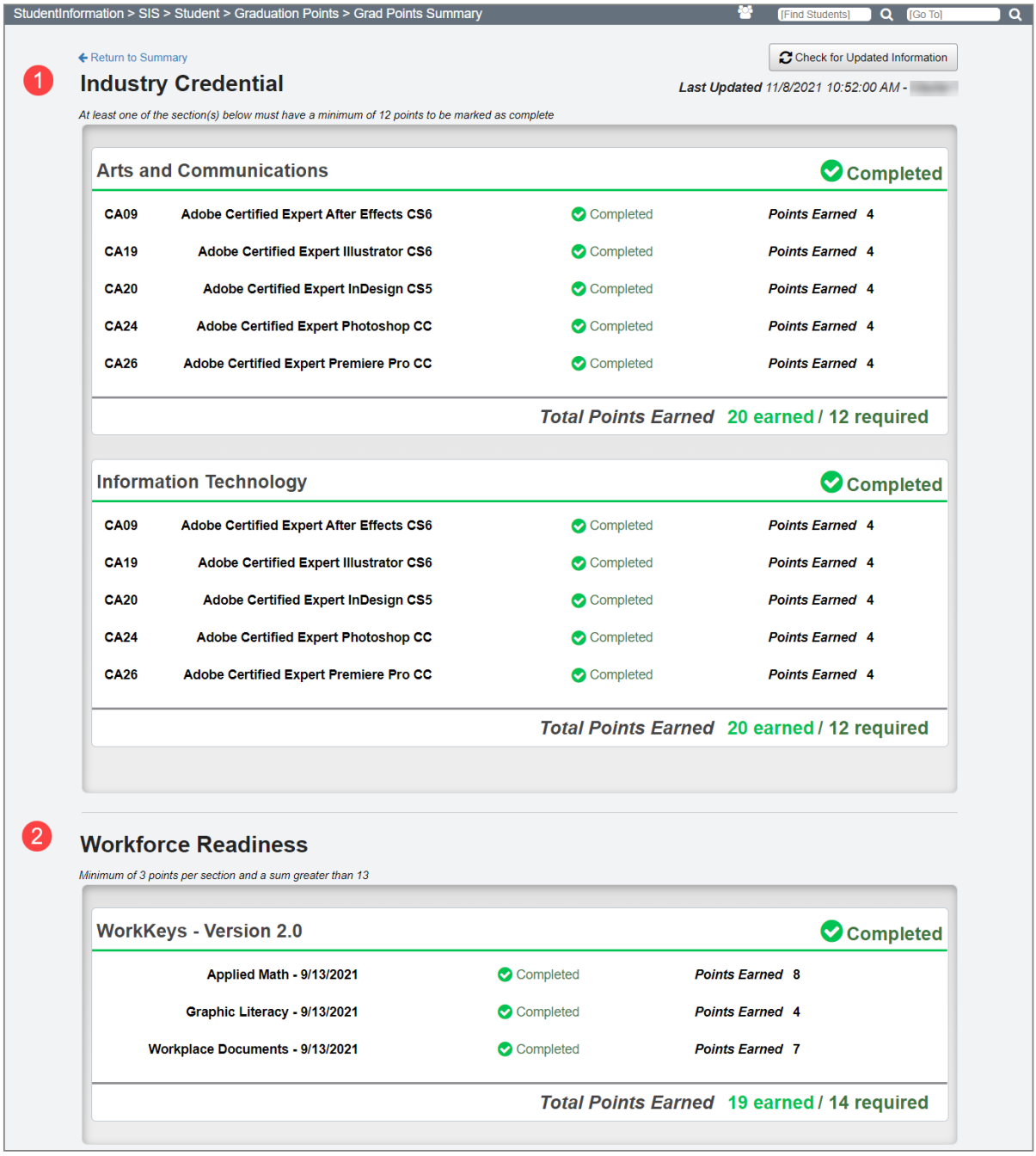
Note: *For ACT English scores, students who entered high school prior to July 1, 2014 must have a Reading subscore of 21 (or higher); students who entered high school after July 1, 2014 must have a Teading subscore of 22 (or higher).*

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

Industry Credential

The **Industry Credential** screen displays details regarding the student's progress toward the industry credential and workforce readiness option for graduation. All the career fields that an industry credential counts toward and the point values associated with the assessments are displayed.

This option applies to students who are following requirements on the **Permanent Requirements** tab (see *"Permanent Requirements"*) or the **2018+ Requirements** tab (see *"2018+ Requirements"*).



Two sections display on this screen: **Industry Credential** and **Workforce Readiness**.

Completed – Student has completed a section of a credit requirement or a particular credit requirement.

In Progress – Student is in the process of completing a credit requirement.

Not Met – Student has not met the credit requirement.

1. **Industry Credential** – Students must earn at least 12 points in at least one of the following Industry Credential areas:
    - Agriculture

- Arts and Communications
- Business and Finance
- Construction
- Education and Training
- Engineering
- Health
- Hospitality and Tourism
- Human Services
- Information Technology
- Law and Public Safety
- Manufacturing
- Transportation

2. **Workforce Readiness**

   - Students graduating in 2018 and 2019 must earn at least 13 points across all 3 WorkKeys assessment sections with at least 3 points in each section of the test.
   - Students graduating between 2020 and 2022 must earn at least 14 points across all 3 WorkKeys assessment sections with at least 3 points in each section of the test.

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

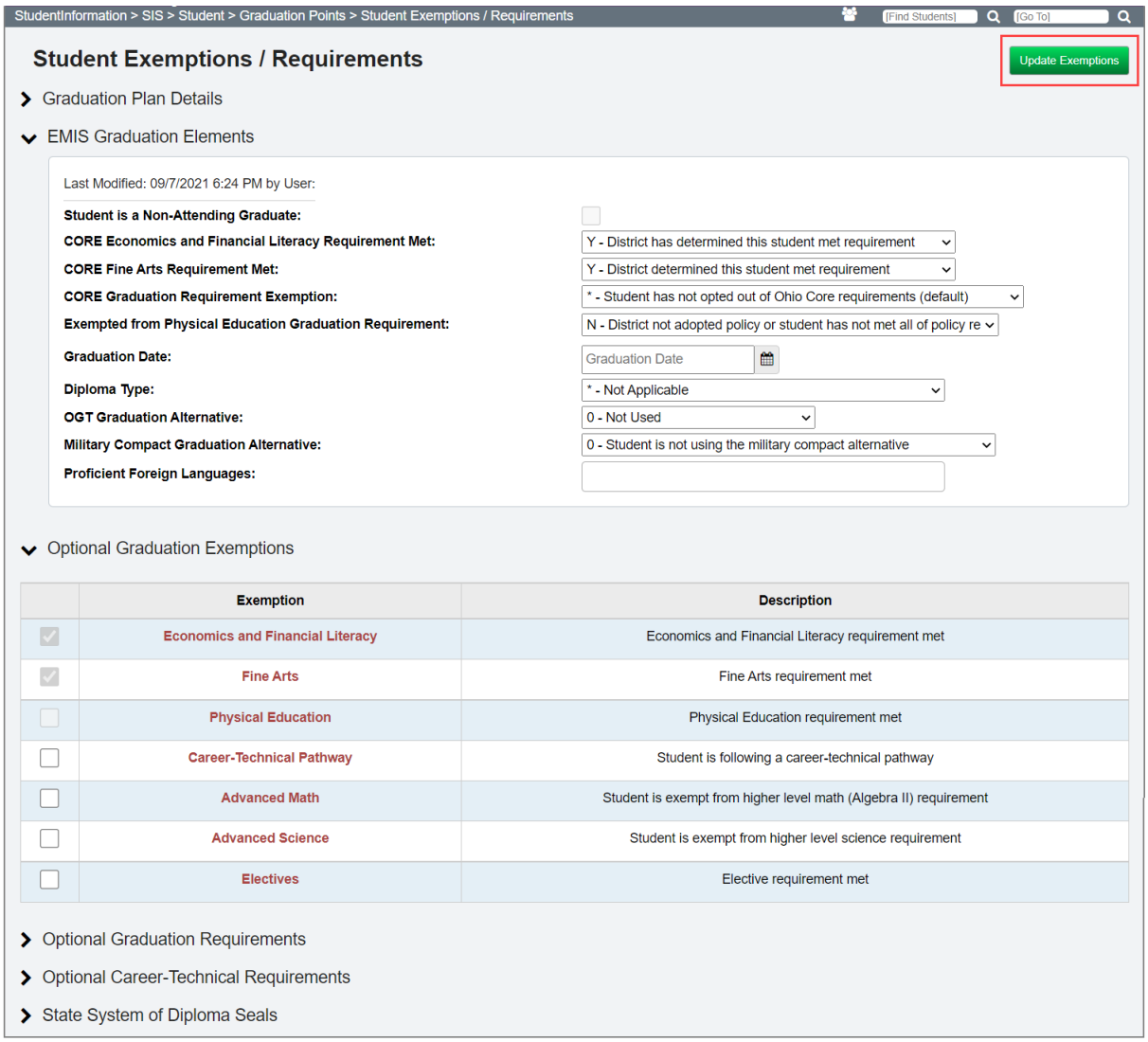
Student Exemptions/Requirements

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

The **Student Exemptions/Requirements** screen lets you work with the student's EMIS Graduation Elements or view and select exemptions and requirements in the following sections:

- *"EMIS Graduation Elements"*
- *"Optional Graduation Exemptions"*
- *"Optional Graduation Requirements"*
- *"Optional Career-Technical Requirements"*
- *"State System of Diploma Seals"*

***Note:** Functionality in the **Graduation Plan Details** section will be added in a future update.*

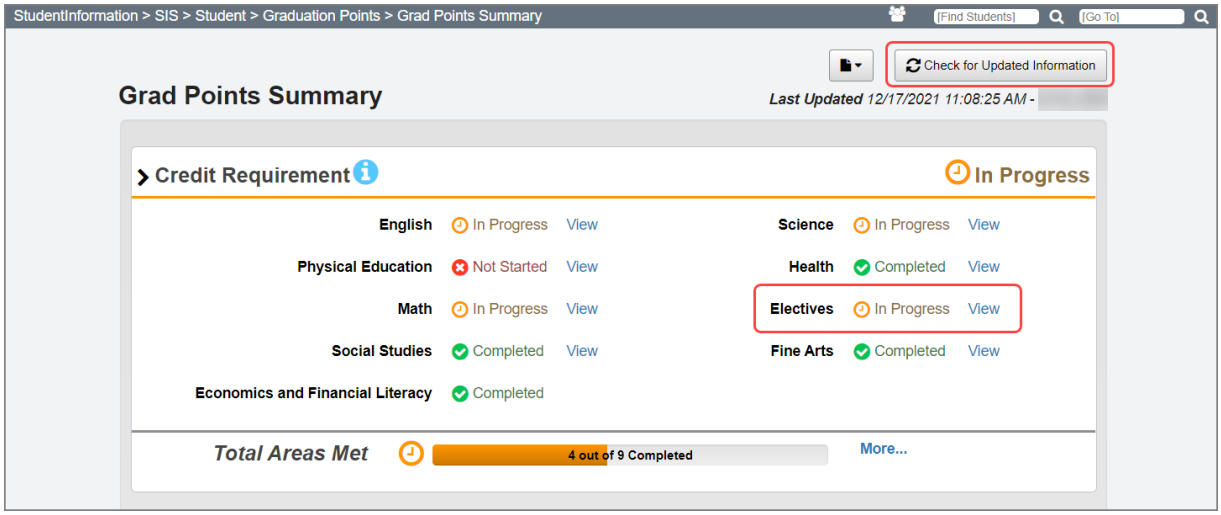


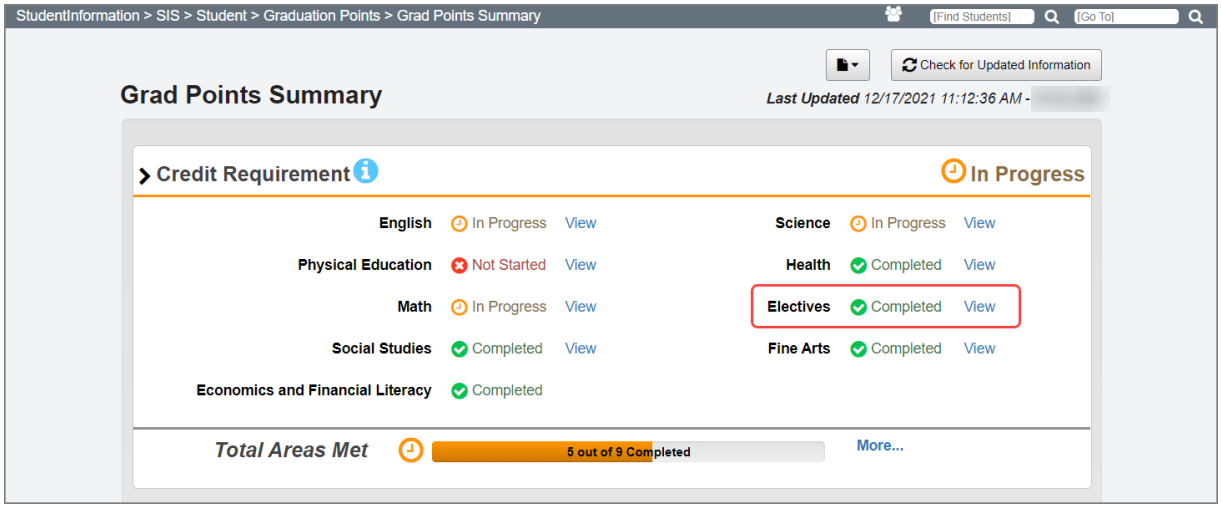
You can expand or collapse the sections listed above as needed. If at least one item is completed for a section, the section displays as expanded by default.

To record EMIS Graduation Elements or apply an exemption or requirement met for the student, complete fields or select the applicable checkbox(es), and then click **Update Exemptions**.

A confirmation message displays.

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

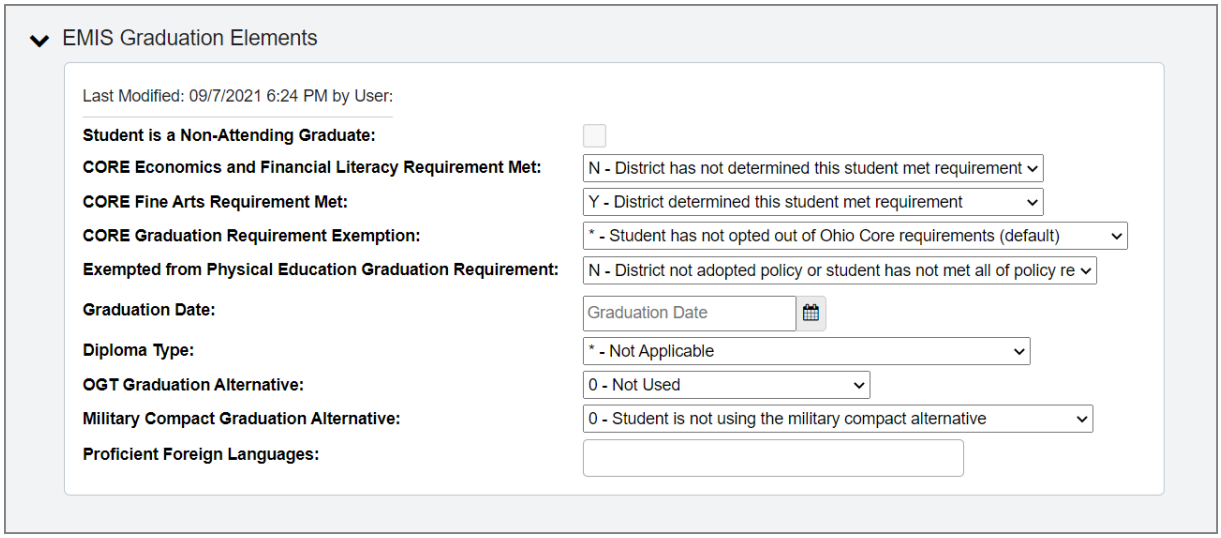




EMIS Graduation Elements

Use this section to review and maintain EMIS Graduation Elements.

> ***Note:*** *Functionality in the* ***Graduation Plan Details*** *section will be added in a future update.*



The **Last Modified** area shows the Date, Time, and User who last modified the information.

Complete the fields below. When you click **Update Exemptions**, information in these fields will display on the student's **Edit Student Profile>FN-Graduate** tab.

- The **Student is a Non-Attending Graduate** field cannot be edited on the **Student Exemptions/Requirements** screen.
- **CORE Economics and Financial Literacy Requirement Met** – Indicates if a student has met the CORE Economics and Financial Literacy Requirement. If you select "Y," the **Student Exemptions/Requirements** screen and all relevant Graduation Points screens automatically mark the student as having completed the Economics and Financial Literacy requirement. Refer to the *ODE EMIS Manual* for more details on reporting this element.
- **CORE Fine Arts Requirement Met** – Indicates if a student has met the CORE Fine Arts Requirement. If you select "Y," the **Student Exemptions/Requirements** screen and all relevant Graduation Points screens automatically mark the student as having completed the Fine Arts requirement. Refer to the *ODE EMIS Manual* for more details on reporting this element.
- **CORE Graduation Requirement Exemption** – Indicates if a student qualifies for the CORE Graduation Requirement Exemption. Refer to the *ODE EMIS Manual* for more details on reporting this element.
- **Exempted from Physical Education Graduation Requirement** – Indicates that the district has adopted a policy to exempt certain students from the Physical Education Graduation Requirement and that the student has met the policy's requirements. If you select "Y," the **Student Exemptions/Requirements** screen and all relevant Graduation

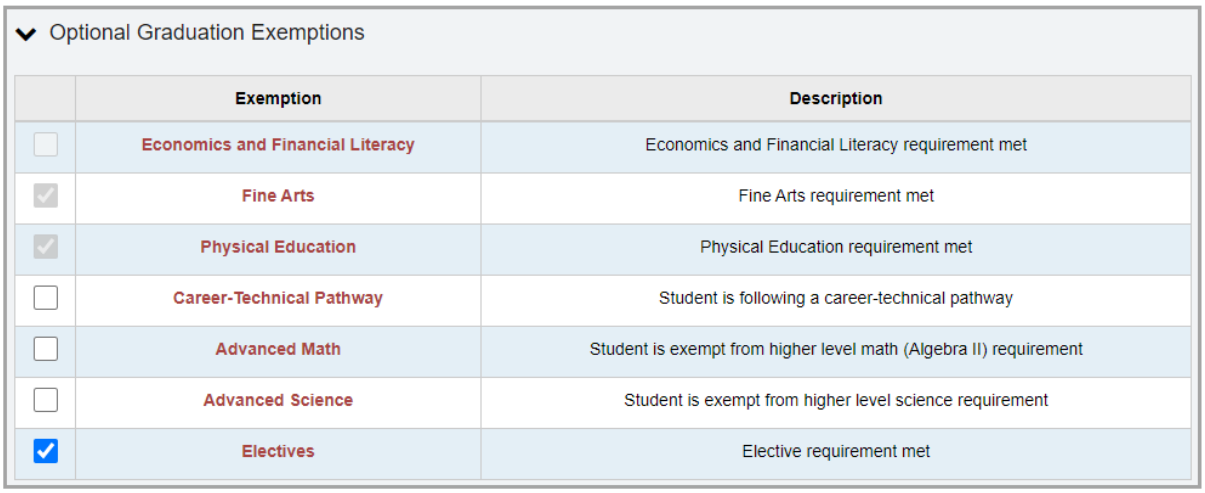
Points screens automatically mark the student as being exempt from the Physical Education requirement. Refer to the *ODE EMIS Manual* for more details on reporting this element.

- **Graduation Date** – Enter or select the date the student received his/her diploma. Refer to the *ODE EMIS Manual* for more details on reporting this element.
- **Diploma Type** – Select the type of diploma received by the graduating student. Refer to the *ODE EMIS Manual* for more details on reporting this element.
- **OGT Graduation Alternative** – Select if the student passed a graduation test using alternative criteria. Refer to the *ODE EMIS Manual* for more details on reporting this element.
- **Military Compact Graduation Alternative** – Use to indicate if the student is using the Military Compact Graduation Alternative criteria and the number of Ohio graduation assessments the student is not required to pass. Refer to the *ODE EMIS Manual* for more details on reporting this element.
- **Proficient Foreign Language** – To indicate that a student has demonstrated high levels of proficiency in one or more languages and to print the language(s) on their transcript, click to select the language from the list. You can select languages one at a time or hold down CTRL and click to make multiple selections.

Optional Graduation Exemptions

Use this section to indicate whether the student is exempt or has met the following requirements for the **Graduation Points Summary** screen **2018+ Requirements** tab (see *"2018+ Requirements"*).

> ***Note:*** *The* ***Economics and Financial Literacy****,* ***Fine Arts****, and* ***Physical Education*** *checkboxes are read-only. To apply these exemptions or met requirements to a student, you must update the following fields for the student in the* ***EMIS Graduation Elements*** *section of the* ***Student Exemptions/Requirements*** *screen:* ***CORE Economics and Financial Literacy Requirement Met****,* ***CORE Fine Arts Requirement Met****, and* ***Exempted from Physical Education Graduation Requirement****. See "EMIS Graduation Elements" for more information.*



Students may be exempt from the following:

- **Physical Education** (read-only) – This checkbox displays as selected when "Y" is selected in the **EMIS Graduation Elements** section of the **Student Exemptions/Requirements** screen in the **Exempted from Physical Education Graduation Requirement** drop-down list. Depending on district policies, the student may be exempt from this requirement if the student has participated in interscholastic athletics, marching band, or cheerleading for two full seasons; or an approved Junior Reserve Officer Training Corps (JROTC) program for two years. See *"EMIS Graduation Elements"* for more information.
- **Advanced Math** (Algebra II) – Select this checkbox if a family decides that their child is not prepared to meet the graduation requirement for a higher level math course, or if their child is planning a career that does not require higher level math.
- **Advanced Science** – Select this checkbox if a family decides that their child is not prepared to meet the graduation requirement for a higher level science course, or if their child is planning a career that does not require higher level science.

When the **Career-Technical Pathway** checkbox is selected, the student is exempt from the following:

- Advanced Math (Algebra II)

  - Student must still complete four units in mathematics.
- Fine Arts

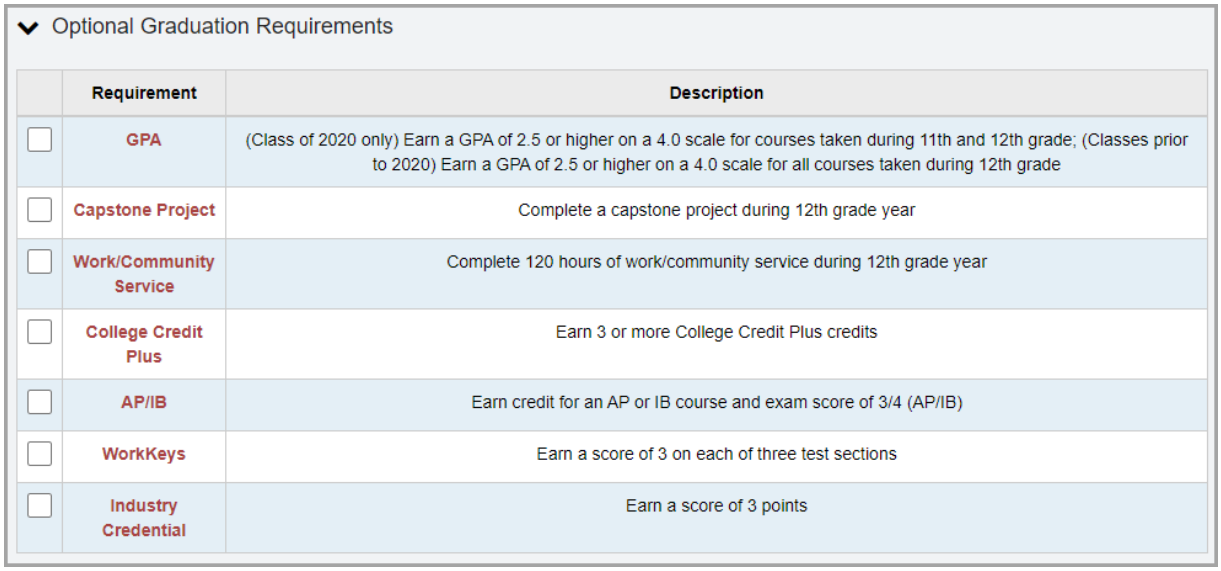
  ***Note:** If the student had already completed the Advanced Math or Fine Arts requirements prior to selecting the **Career-Technical Pathway** checkbox, the Advanced Math or Fine Arts requirement is marked as **Complete** instead of **Exempt**.*

You can indicate the student has met the following requirements:

- **Economics and Financial Literacy** (read-only) – This checkbox displays as selected when "Y" is selected in the **EMIS Graduation Elements** section of the **Student Exemptions/Requirements** screen in the **CORE Economics and Financial Literacy Requirement Met** drop-down list. You can indicate the student has completed this requirement if the student received instruction in Economics and Financial Literacy. Various courses across the district may provide content for this requirement. See *"EMIS Graduation Elements"* for more information.
- **Fine Arts** (read-only) – This checkbox displays as selected when "Y" is selected in the **EMIS Graduation Elements** section of the **Student Exemptions/Requirements** screen in the **CORE Fine Arts Requirement Met** drop-down list. You can indicate the student has completed this requirement if they have completed 2 semesters of Fine Arts or if they have completed comparable alternative courses, such as high-level woodworking, that do not fall under the **EMIS Subject Area for Credit** "FAR - Fine Arts." See *"EMIS Graduation Elements"* for more information.
- **Electives** – Select this checkbox if the student has electives that should be included in graduation points but does not fall under the following core subject areas: BUS, CTA, ELE, FLR, HEC, JTC, and TEC.

Optional Graduation Requirements

Use this section to indicate whether the student has met the following optional graduation requirements for the **Grad Points Summary** screen **2018+ Optional Pathways** tab (see *"2018+ Optional Pathways"*).



- **Attendance** – Student has an attendance rate of 93% during their 12th grade year.

  Note: *This option displays only for students with a* ***Fiscal Year Began 9th*** *value of* ***2016*** *and earlier.*

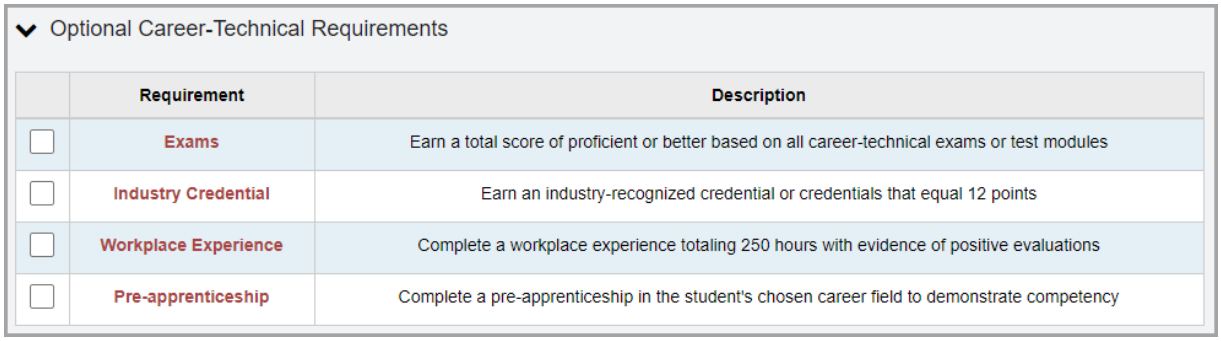
- **GPA**
  - (Class of 2020 only) Earn a GPA of 2.5 or higher on a 4.0 scale for courses taken during 11th and 12th grade.

    Note: *You can set up an optional GPA set for calculating this pathway on the* ***GPA Set Maintenance*** *screen. The results display on each student's* ***Student GPA History*** *screen, but you must still select the* ***GPA*** *checkbox to indicate that the student has completed the requirement. For more information, see the* ProgressBook StudentInformation Marks Guide.

  - (Classes prior to 2020) Earn a GPA of 2.5 or higher on a 4.0 scale for all courses taken during 12th grade.
- **Capstone Project** – Student completed a capstone project during 12th grade.
- **Work/Community Service** – Student has completed 120 hours of work/community service during 12th grade.
- **College Credit Plus** – Student has earned 3 or more College Credit Plus credits.
- **AB/IB** – Student has earned credit for an AP or IB course and an exam score of 3/4 (AP/IB).
- **WorkKeys** – Student has earned a score of 3 on each of 3 test sections.
- **Industry Credential** – Student has earned a score of 3 points.

Optional Career-Technical Requirements

Use this section to indicate whether the student has met the following optional career-technical requirements for the **Grad Points Summary** screen **2018+ Optional Pathways** tab (see *"2018+ Optional Pathways"*).


Optional Career-Technical Requirements

	Requirement	Description
☐	Exams	Earn a total score of proficient or better based on all career-technical exams or test modules
☐	Industry Credential	Earn an industry-recognized credential or credentials that equal 12 points
☐	Workplace Experience	Complete a workplace experience totaling 250 hours with evidence of positive evaluations
☐	Pre-apprenticeship	Complete a pre-apprenticeship in the student's chosen career field to demonstrate competency

- **Exams** – Student earned a total score of **Proficient** or better based on all career-technical exams or test modules.
- **Industry Credential** – Student has earned an industry-recognized credential or credentials that equal 12 points.

- **Workplace Experience** – Student has completed a workplace experience that totals 250 hours with evidence of positive evaluations.

  Note: *Select this checkbox to indicate that the student has completed the* ***Work-based learning experience*** *option found on the* ***Permanent Requirements*** *tab* ***Show Competency*** *section below* ***Additional Options*** *(see "Permanent Requirements").*

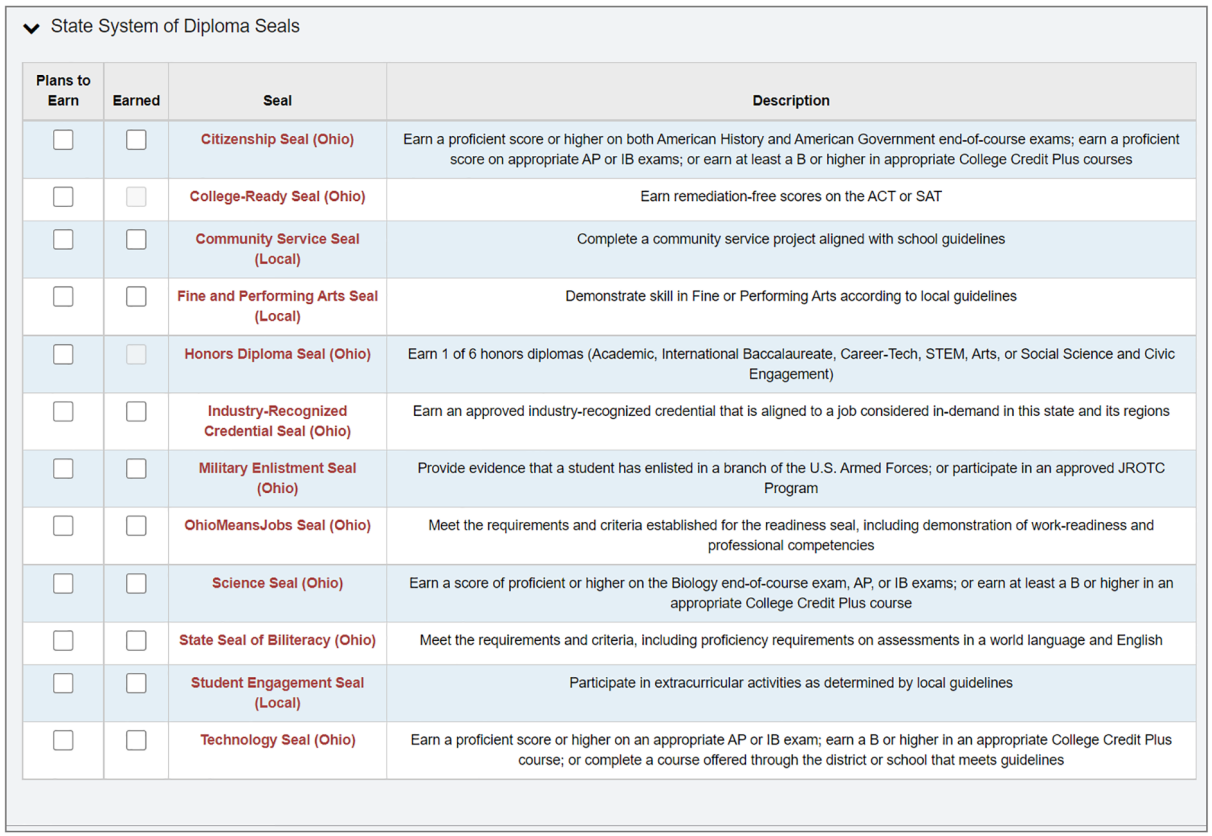
- **Pre-apprenticeship** – Student has completed a pre-apprenticeship in their chosen career field to demonstrate competency.

  Note: *Select this checkbox to indicate that the student has completed the* ***Pre-apprenticeship*** *option found on the* ***Permanent Requirements*** *tab* ***Show Competency*** *section below* ***Additional Options*** *(see "Permanent Requirements").*

State System of Diploma Seals

Use this section to indicate whether the student plans to earn and/or has met the requirements for local and state diploma seals on the **Grad Points Summary** screen **Permanent Requirements** tab (see *"Permanent Requirements"*).

Note: *This grid displays only for students who have a* ***Fiscal Year Began 9th*** *value of* ***2017*** *or later.*



State System of Diploma Seals

Plans to Earn	Earned	Seal	Description
☐	☐	Citizenship Seal (Ohio)	Earn a proficient score or higher on both American History and American Government end-of-course exams; earn a proficient score on appropriate AP or IB exams; or earn at least a B or higher in appropriate College Credit Plus courses
☐	☐	College-Ready Seal (Ohio)	Earn remediation-free scores on the ACT or SAT
☐	☐	Community Service Seal (Local)	Complete a community service project aligned with school guidelines
☐	☐	Fine and Performing Arts Seal (Local)	Demonstrate skill in Fine or Performing Arts according to local guidelines
☐	☐	Honors Diploma Seal (Ohio)	Earn 1 of 6 honors diplomas (Academic, International Baccalaureate, Career-Tech, STEM, Arts, or Social Science and Civic Engagement)
☐	☐	Industry-Recognized Credential Seal (Ohio)	Earn an approved industry-recognized credential that is aligned to a job considered in-demand in this state and its regions
☐	☐	Military Enlistment Seal (Ohio)	Provide evidence that a student has enlisted in a branch of the U.S. Armed Forces; or participate in an approved JROTC Program
☐	☐	OhioMeansJobs Seal (Ohio)	Meet the requirements and criteria established for the readiness seal, including demonstration of work-readiness and professional competencies
☐	☐	Science Seal (Ohio)	Earn a score of proficient or higher on the Biology end-of-course exam, AP, or IB exams; or earn at least a B or higher in an appropriate College Credit Plus course
☐	☐	State Seal of Biliteracy (Ohio)	Meet the requirements and criteria, including proficiency requirements on assessments in a world language and English
☐	☐	Student Engagement Seal (Local)	Participate in extracurricular activities as determined by local guidelines
☐	☐	Technology Seal (Ohio)	Earn a proficient score or higher on an appropriate AP or IB exam; earn a B or higher in an appropriate College Credit Plus course; or complete a course offered through the district or school that meets guidelines

- For each seal, select **Plans to Earn** as appropriate.
- Select **Earned** as appropriate based on the **Description** of the seal.
  - **Citizenship Seal (Ohio)** – Student must earn one of the following options:
    - a proficient score or higher on both American History and American Government end-of-course exams
    - a proficient score on appropriate AP or IB exams
    - at least a B or higher in appropriate College Credit Plus courses
  - **College Ready Seal (Ohio)** – The **Earned** checkbox is read-only and displays as selected when the student has met the ACT or SAT college requirements (see *"ACT and SAT Requirements"*).
  - **Community Service Seal (Local)** – Student must complete a community service project aligned with school guidelines.
  - **Fine and Performing Arts Seal (Local)** – Student must demonstrate skill in Fine or Performing Arts according to local guidelines.
  - **Honors Diploma Seal (Ohio)** – The **Earned** checkbox is read-only and is automatically selected based on whether the **Diploma Type** selected for the student on the **EMIS Graduation Elements** section of the **Student Exemptions/Requirements** screen is an **"**Honors**"** Diploma (see *"EMIS Graduation Elements"*).
  - **Industry-Recognized Credential Seal (Ohio)** – Student must earn an approved industry-recognized credential that is aligned to a job considered in demand in this state and its regions.
  - **Military Enlistment Seal (Ohio)** – Student must provide evidence for one of the following options:
    - enlistment in a branch of the U.S. Armed Forces
    - participation in an approved JROTC Program

    Note: *Select this checkbox to indicate that the student has completed the* ***Enlist in Military*** *option found on the* ***Permanent Requirements*** *tab* ***Show Competency*** *section below* ***Additional Options****. It also updates progress in the* ***Earn Readiness Seals*** *section below the* ***Show Readiness*** *section. (see "Permanent Requirements").*

  - **OhioMeansJobs Seal (Ohio)** – Student must meet the requirements and criteria established for the readiness seal, including demonstration of work-readiness and professional competencies.
  - **Science Seal (Ohio)** – Student must earn one of the following:
    - a score of proficient or higher on the Biology end-of-course exam, AP, or IB exams
    - at least a B or higher in an appropriate College Credit Plus course
  - **State Seal of Biliteracy (Ohio)** – Student must meet the requirements and criteria, including proficiency requirements on assessments in a world language and English.

- **Student Engagement Seal (Local)** – Student must participate in extracurricular activities as determined by local guidelines.
- **Technology Seal (Ohio)** – Student must earn or complete one of the following:
  - earn a proficient score or higher on an appropriate AP or IB exam
  - earn a B or higher in an appropriate College Credit Plus course
  - complete a course offered through the district or school that meets guidelines

Additional Setup Options

If you are a district that shares a student with another district and wish to share data with each other, see *"Setting Up and Viewing JVS Data."*

If you wish to set up an optional GPA set for calculating whether a student has met the **GPA** optional pathway requirements (*"Optional Graduation Requirements"*), see *"Setting Up an Optional GPA Set."*

Setting Up and Viewing JVS Data

Home schools and JVSs, as well as any districts that share a student, can set up district trusts with each other to share Graduation Points data. Refer to the following sections for more information:

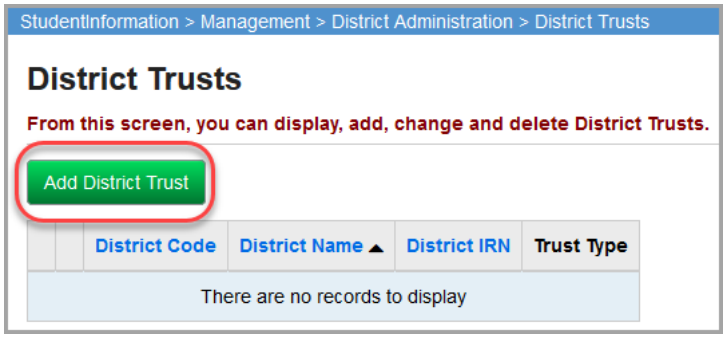
- *"Sharing Data with Joint Vocational Schools"*
- *"Viewing JVS and Home School Data"*

Sharing Data with Joint Vocational Schools

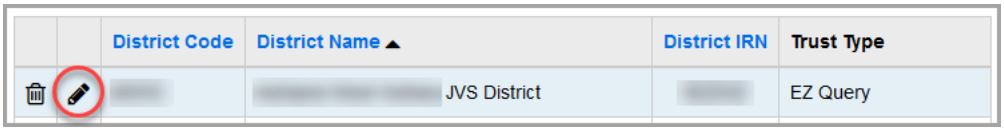
Navigation: StudentInformation > Management > District Administration > District Trusts

For students who attend joint vocational schools (JVS), in order to share Graduation Points data between a home school and a JVS, a District Trust must be configured at the home school for the JVS, and at the JVS for the home school. The student's **Edit Student Profile** screen **FS-Standing** tab record must also have a matching **State Student ID (SSID)** at both schools.

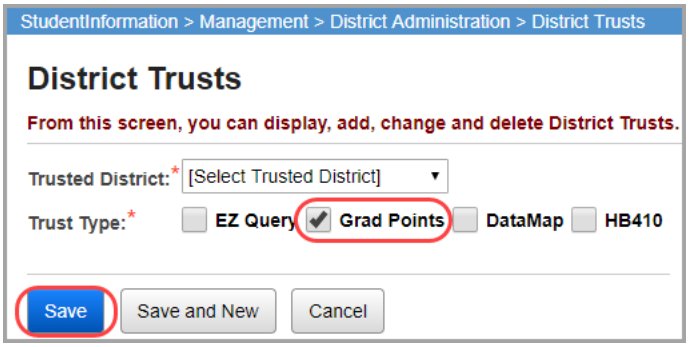
1. On the **District Trusts** screen, with a district in context, click **Add District Trust**.



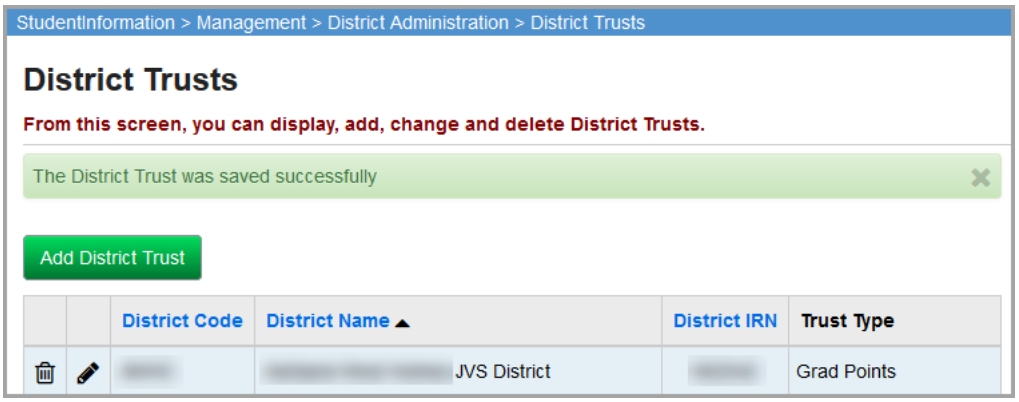
Note: *If your home school or JVS already has a District Trust configured for the corresponding JVS or home school, you can click* *beside the district on the grid to edit the existing District Trust to include* ***Grad Points*** *instead.*



2. In the **Trusted District** drop-down list, select the JVS or home school with which you wish to share data.
3. Select the **Grad Points** checkbox.
4. Click **Save**.



The **District Trusts** screen displays with the new trusted or edited district, and Graduation Points data can now be shared if the selected district has also chosen to share with your district.



***Note:** If you are not receiving JVS data at the home school or are not receiving home school data at the JVS, ensure that both JVS and home school have enabled District Trusts for **Grad Points** with each other and that the student matches on SSID.*

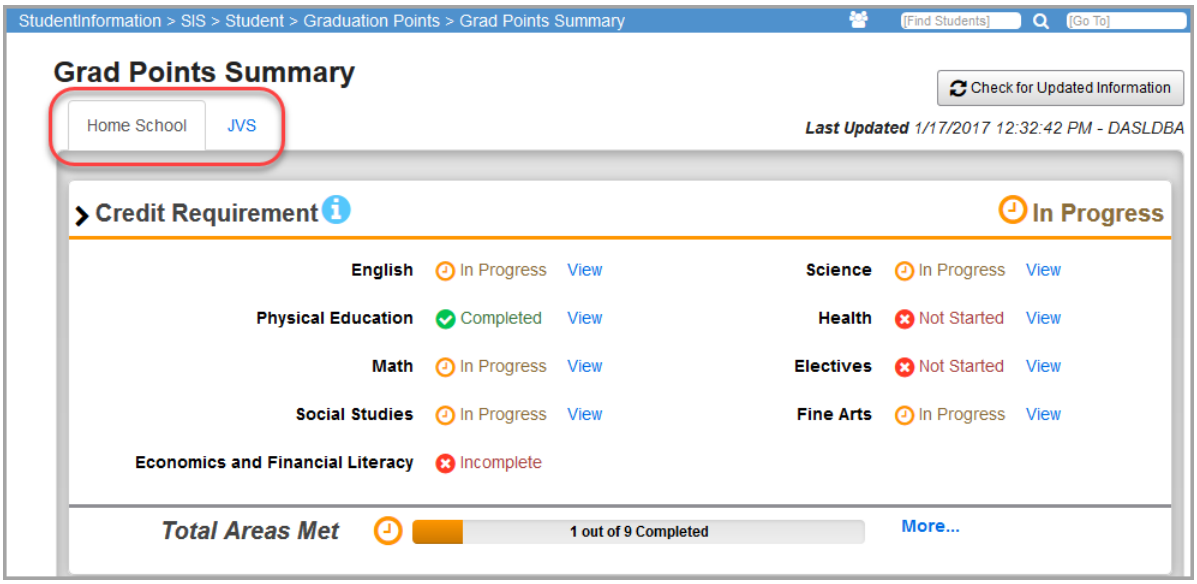
Viewing JVS and Home School Data

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

Once both the home school and JVS have set up District Trusts with each other and have the appropriate JVS configurations, you can now view both home school and JVS Graduation Points data for a student on the **Grad Points Summary** screen.

***Note:** The student's **Edit Student Profile** screen **FS-Standing** tab record must have a matching **State Student ID (SSID)** in both the home school and JVS.*

A tab displays for the home school Graduation Points data and for the JVS Graduation Points data.



Click the **Home School** tab or **JVS** tab to view the corresponding Graduation Points data for the student at each school.

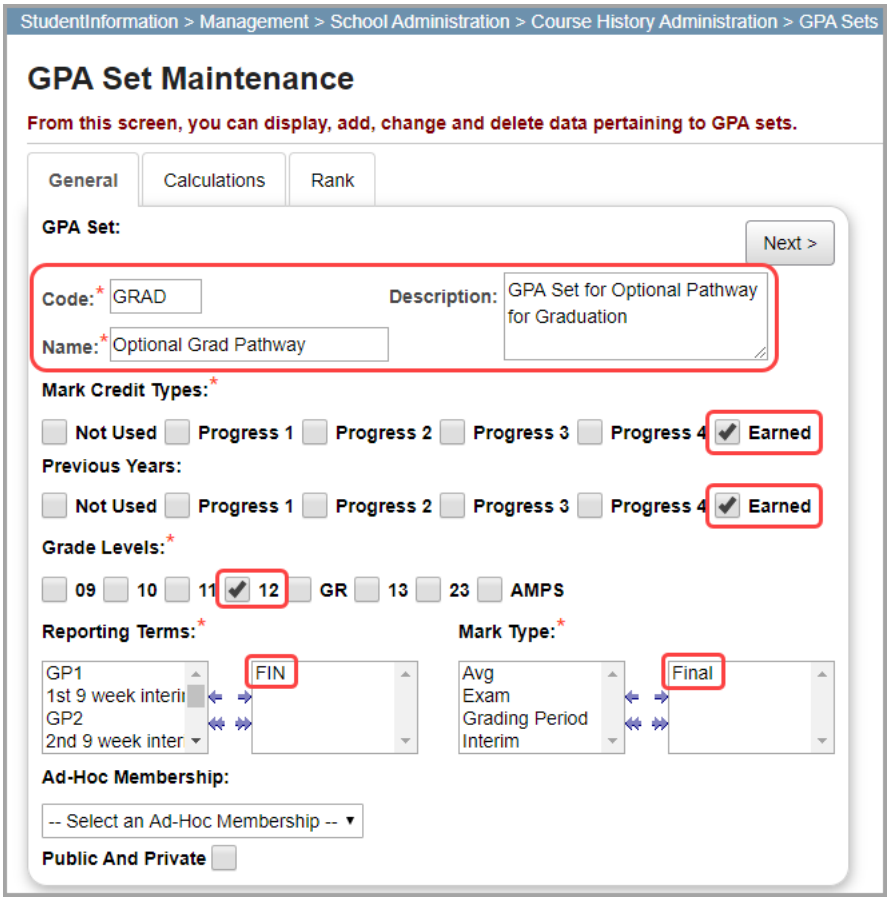
> ***Note:*** *The* ***Home School*** *and* ***JVS*** *tabs display a student's progress only at the home school or JVS; it does not combine the student's progress at both schools.*
>
> ***Note:*** *Clicking* ***Check for Updated Information*** *updates a student's Graduation Points data only for the school in context.*
>
> ***Note:*** *The* ***Student Exemptions/Requirements*** *screen displays settings according to the selections made only by the school in context.*

Setting Up an Optional GPA Set

You can set up an optional GPA set for calculating the **GPA** optional pathway for students graduating in 2020 (see *"Optional Graduation Requirements"*). This section focuses on the recommended configuration for this particular GPA set. For more information regarding GPA sets and marks in general, refer to the *StudentInformation Marks Guide*.

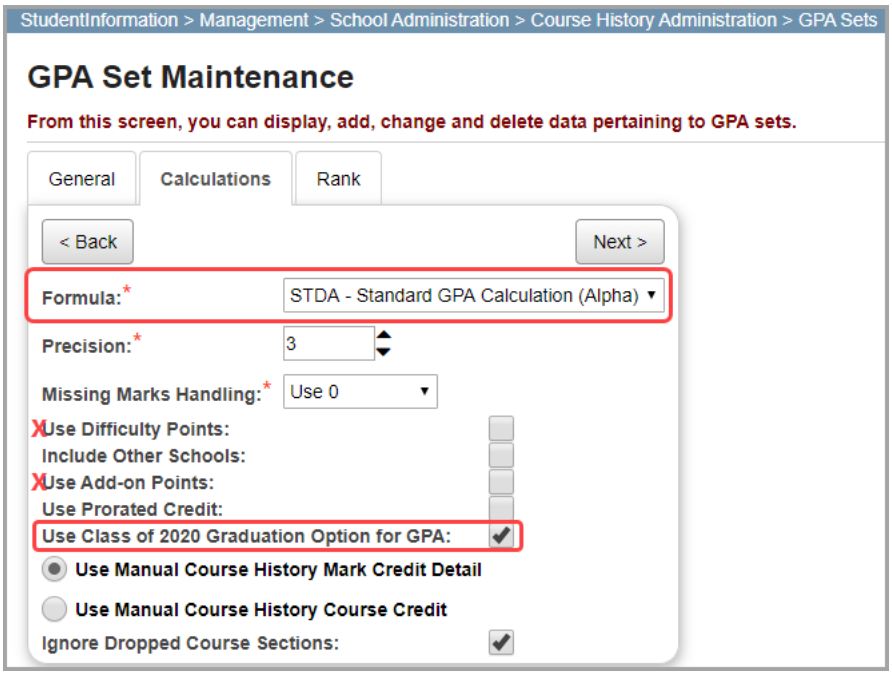
1. On the **GPA Set Maintenance** screen **General** tab, in addition to the **Code**, **Name**, and optional **Description**, make the following selections:
   a. **Mark Credit Types** – Select only the **Earned** checkbox.
   b. **Previous Years** – Select only the **Earned** checkbox.
   c. **Grade Levels** – Select only the grade **12** checkbox.
   d. **Reporting Terms** – Select only final.

e. **Mark Type** – Select only final.

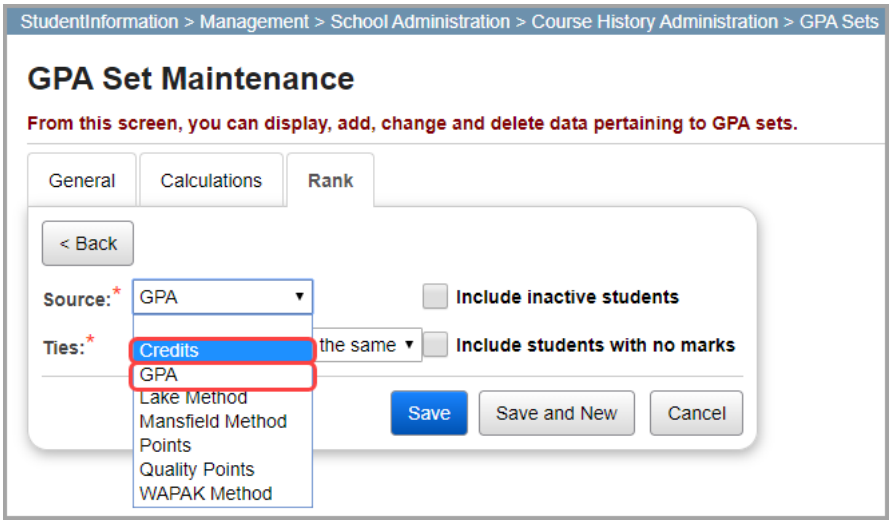


2. Click **Next**.
3. On the **Calculations** tab, make the following selections:
   a. In the formula drop-down list, select **STDA - Standard GPA Calculation (Alpha)**.
   b. Select the **Use Class of 2020 Graduation Option for GPA** checkbox.
   c. Do not select the **Use Difficulty Points** or **Add-on points** checkboxes.

d. Make any other selections, if applicable.



4. Click **Next**.
5. On the **Rank** tab, you must select a **Source** of **Credits** or **GPA**, and then make any other selections, if applicable.



6. Click **Save**.

   You can now navigate to a student's **Student GPA History** screen to verify whether the student has met the GPA optional pathway requirement. You must still select the **GPA** checkbox on the **Student Exemptions/Requirements** screen to indicate that the student has met the requirement (see *"Optional Graduation Requirements"*).