

Chapter 8

GRADUATION REQUIREMENTS

8.1 GRADUATION REQUIREMENTS PARAMETERS

Parameters to Set-up Codes

P135 - Course Area of Study Codes

P136 - Course Subject Area Codes

Graduation Verification Parameters:

P210 - Graduating Grade

P211 - Required Specific Course Credits

P212 - Required Credits by Subject Area

P213 - Required Credits by Area of Study

P214 - Required Credits by COURSE Grade Level

P215 - Required Total Credits by Graduation Rule

P216 - Exclusive Course Groups

P217 - Miscellaneous Requirements

P218 - Waived Requirements

P219 - Placement of Excess Credits (Required for R702 Transcript)

Parameters to Set-up Text for Letters

P412 - Generic Text for Letters

8.2 REPORTS/SCREENS

REPO - CRSE 02 Report

- This should be run at the very beginning of every school year to ensure that the course Abbreviation is Unique, AND that the courses that require an Area of Study/Subject Area are marked accordingly.

R208 - Graduation Verification Report

- This can be run at any time, however we suggest several times.
First run, after all students are scheduled for next year, to ensure the students are still on track for graduation.
Second run, at the end of the first semester, to see which students may need to pick up a second semester course to stay on track for graduation.
Third run, some districts choose to see which students aren't on track to determine if they should be retained.

GRAD - On-line Graduation Verification

- This screen is used to quickly verify whether or not a student is on track to graduate.

8.3 P135 - AREA OF STUDY CODES

```
-----  
| SIS - P135                EXPERIMENTAL HIGH SCHOOL                FEB 10, 1994  
| [DISPLAY]                School Control Parameters                08:40 AM  
|                          Course Area of Study Codes
```

```
Code:      Text:
```

```
1  ART      FINE ARTS  
2  ENG      ENGLISH  
3  HE       HEALTH  
4  LAB      JVS LAB  
5  LAN      LANGUAGE  
6  MAT      MATH
```

```
7 MUS MUSIC - FINE ARTS
8 PE PHYSICAL EDUD.
9 REL JVS RELATED
10 SCI SCIENCE
11 SOC SOCIAL STUDIES
```

Command: DISPLAY

Message:

NOTE: NOT ALL COURSES NEED AN AREA OF STUDY!

8.4 P136 - SUBJECT AREA CODES

```
SIS - P136 EXPERIMENTAL HIGH SCHOOL FEB 10, 1994
[DISPLAY] School Control Parameters 08:40 AM
Course Subject Area Codes
```

Code: Text:

```
1 AH AMERICAN HISTORY
2 GOV GOVERNMENT
3 JR JVS - JUNIOR
4 SR JVS - SENIOR
5 USH US HISTORY
6 WH WORLD HISTORY
```

Command: DISPLAY

Message:

NOTE: NOT ALL COURSES NEED A SUBJECT AREA!

8.5 P210 - GRADUATING GRADE

```
SIS - P210          EXPERIMENTAL HIGH SCHOOL      MAR 23, 1993
[DISPLAY]          School Control Parameters      08:40 AM
                  Graduating Grade
```

```
Graduating Grade      = 09
```

```
Default Graduation Rule = 1
(If Blank on STUD)
```

```
Command: DISPLAY
```

```
Message:
```

8.6 P215 - REQUIRED TOTAL CREDITS

```
SIS - P215          EXPERIMENTAL HIGH SCHOOL      MAR 23, 1993
[DISPLAY]          School Control Parameters      08:41 AM
                  Required Total Credits
```

	Graduation Rule:	Total Credits:
1	1	5.00
2	2	10.00
3	3	15.00
4	4	18.00
5		
6		
7		
8		
9		

10

Command: DISPLAY

Message:

8.7 P213 - REQUIRED CREDITS BY AREA OF STUDY

```
SIS - P213                EXPERIMENTAL HIGH SCHOOL                MAR 23, 1993
[DISPLAY]                School Control Parameters                08:40 AM
Required Credits by Area of Study
```

Graduation Rule: 4

	Area of		or Area of		or Area of		or Area of	
	Study:	Cred:	Study:	Cred:	Study:	Cred:	Study:	Cred:
1	ENG	4.00						
2	HE	0.50						
3	MAT	2.00						
4	PE	0.50						
5	SCI	1.00						
6	SOC	3.00						
7	SPE	0.50						
8								
9								
10								

Command: DISPLAY

Message:

8.8 P212 - REQUIRED CREDIT BY SUBJECT AREA

SIS - P212 EXPERIMENTAL HIGH SCHOOL MAR 23, 1993
[DISPLAY] School Control Parameters 08:40 AM
Required Credits by Subject Area

Graduation Rule: 4

	Subject		or Subject		or Subject		or Subject
	Area:	Cred:	Area:	Cred:	Area:	Cred:	Area:
1	GOV	1.00					
2	HIS	1.00					
3							
4							
5							
6							
7							
8							
9							
10							

Command: DISPLAY
Message:

8.9 P219 - PLACEMENT OF EXCESS CREDITS - REQUIRED FOR R702 TRANSCRIPT

SIS - P219 EXPERIMENTAL HIGH SCHOOL MAR 23, 1993
[DISPLAY] School Control Parameters 08:40 AM
Placement of Excess Credits

Graduation Rule: 4 Apply To Parameter: 213

	From	Required Credit	To	
1	ENG	4.00		211 - Course Abbreviation
2	HE	0.50		212 - Subject Area
3	MAT	2.00		213 - Area of Study
				214 - Grade Level

```

4 PE 0.50
5 SCI 1.00
6 SOC 3.00
7 SPE 0.50
8
9
10

```

```

Command: DISPLAY
Message:

```

8.10 GRAD - ONLINE GRADUATION VERIFICATION

Graduation rules are defined in P210 through P220. This screen is used to verify whether or not a student will graduate, based on those rules. If the screen is used early in the year, it is assumed that students will pass courses currently in progress. The same assumption is made with requests for future terms. A failing grade in the current or latest reporting period is the exception to this assumption.

```

-----
SIS - GRAD          EXPERIMENTAL HIGH SCHOOL          MAR 23, 1993
[DISPLAY]          Online Graduation Verification          08:40 AM
M-11-A-93/94-93-C
Student ID: 95100          JOHNSON, DENNIS          Birthdt: 01/15/77

Schl Year: 93/94   Course Data: Y   Grad Rule: 3   Requ N/C/A:

-----
Record: Yr:   Trm:   Rp:   Crse:   Sec:   Crse Title:   Mrk:   Cred:
COHI   90/91   F           SS 09   04   SOCIALS 09   P     1.00
CLIS   93/94   1   01   PE 10   03   PHYS ED           0.50
CLIS   93/94   1   01   ENG 10  03   ENGLISH 10       1.00
CLIS   93/94   1   01   FOODS   04   FOODS & NUT      1.00
CLIS   93/94   1   01   CHEM    01   CHEMISTRY        1.00
CLIS   93/94   1   01   GEOM    02   GEOMETRY         1.00
CLIS   93/94   1   01   GOVT    03   AM GOVERNMENT    1.00
CLIS   93/94   1   01   COMPUTE 01   COMPUTERS        1.00

MESSAGES:   *** STUDENT HAS NOT MET ALL GRAD REQUIREMENTS ***

P212-INSUFFICIENT AREA OF STUDY   ENG   NEEDS: 3.00   HAS: 2.00
(MORE)

```

Command: DISPLAY

Message:

Student ID

Enter a student ID as defined in the Student Master Record (STUD).

Student Name

The student's name, last name first, is displayed to verify the ID.

Birth Date

The student's birthdate is displayed for verification. The date format may have been changed on your system.

School Year

Enter the current school year as defined in P302 - Current School Year/Term/Reporting Period.

Display Course Data

Enter Y to display course data. Enter N to display only messages indicating whether the student has met all the graduation requirements. If the student lacks required credits, this information is also displayed.

Graduation Rule

Enter the graduation rule which applies to the student whose graduation is being verified. Graduation rules are defined in P210 through P220.

Requ (N/C/A):

Enter "N" to ignore all REQU records. Only prior year courses and currently enrolled classes will be considered.

Enter "C" to use only those records for the current year. This is what you should enter if you want to exclude next year's course requests but include current year classes (including those not started yet).

Enter "A" to include all REQU records.

Record

If you entered YES at the "Display Course Data:" prompt, information on past and present courses is displayed in columns on the lower half of the screen. Record type is displayed in the first column and indicates the file where the record is stored.

School Year

The school year the student was enrolled in the course is displayed.

Term/Reporting Period

If the corresponding record type is CLIS, the term and reporting period when the mark was received are displayed. If the record type is COHI, F is displayed to indicate a final mark.

Course

The course short text, defined in CRSE - Courses, is displayed.

Section

The section of the course in which the student was enrolled is displayed.

Course Title

The course fill text, as defined in CRSE, is displayed.

Mark

The mark the student received in the corresponding course is displayed.

Credit

The credits the student earned or will earn upon successful completion of the course are displayed.

Message

Any error messages, if applicable will be displayed corresponding to the applicable record.

8.11 R208 - GRADUATION VERIFICATION REPORT

This report is used in conjunction with the graduation parameters (P210-P220) to verify whether or not students have met, or will meet, all graduation requirements defined within the applicable grad rules(s). Additionally, R208 can be used to generate letters to parents detailing course and graduation information, as well as any text defined in the specified version of P412 - Generic Text for Letters. See Chapter 10.

Assumptions:

- It is assumed that courses which are currently in progress, and which do not have a final mark, will be passed.
- It is assumed that courses which are still course requests and have not yet begun, will be passed.

```

-----
SIS - R208                EXPERIMENTAL HIGH SCHOOL                MAR 23, 1993
[DISPLAY]                  REPORT REQUESTING                    08:40 AM

REPORT ID:    R208        GRADUATION VERIFICATION
VERSION:      01          R208 - GRADUATION VERIFICATION REPORT
VERSION DATE: 03/23/93   RUN DAY OR NIGHT (D/N): D

----- SELECTION CONTROL ----- SEQUENCE CONTROL -----
      FROM  TO          | STUDENTS      COURSES
HOMEROOM:                | Student ID: 2  SCHOOL YEAR:
GRADE:    12  12        | Last Name: 3   COURSES:    1
SCHOOL YR: 98/99        | DIVISION:      SUBJECT AREA:
REPROCESS GRADUATED STUDENTS: N | POSTAL CODE:   AREA OF STUDY:
OLD GRADUATION DATE:      | GRADE:    1   DEPARTMENT:  2
Requ (N/C/R): A  USE GRAD RULE: 4 | COUNSELOR:    TERM:
P149 VERSION:    CLEAR P149:  N   | STATUS:

----- PRINT CONTROL -----

DENSITY:    H   PRINT COURSE DATA:  Y   UPDATE GRADUATION DATE:  N
SPACING:    1   GRADUATION DATE:      NEW PAGE EACH STUDENT:  N
COPIES:     1   PRINT STUDENT OR PARENT ADDRESS LABELS:
PRINTER:    P1  PRINT STUDENTS GRADUATING, NOT GRADUATING, OR ALL:  N
SAVE:       Y   PRINT GRADUATION LETTER:  N       P412 VERSION:

Command: DISPLAY
Message:
-----

```

8.11.1 Selection Control

Homeroom

Enter a homeroom range, as defined in HRMS - Homerrooms, to indicate the homerooms which are to be included on the report. Leave this range blank to include all students regardless of their assigned homeroom.

Grade

Enter a grade range, as defined in P104 or P140, to indicate the range of grades to be included on the report. Leave this range blank to include all student regardless of grade.

School Year	Enter the current school year as define in P302 - Current School Year/Term/Reporting Period.
Reprocess Graduated Students (Y/N)	Enter Y or N to indicate whether or not you wish to reverify graduation requirements for students how have a specific graduation date indicated on STUD.
Old Graduation Date	Enter a date, in the format defined in P116, to indicate the graduation date currently indicated on STUD for students whose graduation status has been previously verified.
Use Graduation Rule	Enter a graduation rule, as defined in P210 through P220, to indicate a specific graduation rule which should be used to verify graduation status for all selected students. Leave this field blank if you wish to use the grad rule specified on STUD corresponding to each student OR the grad rule specified in P210.
Requ (N/C/A)	Enter an "N" to ignore all REQU records. Enter a "C" to use only those records for the current year. Enter an "A" to include all REQU records.
P149 Version Number	Enter a version number, as defined in P149, to indicate specific students who are to be included on the report.
Clear P149 (Y/N)	Enter Y or N to indicate whether or not the above version of P149 is to be deleted once the report has completed.
Status/P115 Ext or Sys (E/S)	Enter a status code as defined in P115 and "E" or "S" corresponding to whether or not the above status code is defined as an External or System code.

8.11.2 Sequence Control

This report will be sorted by student and within students by course. The sort sequence can be specified for both student and course information. Field will be sorted in order of corresponding sequence number.

8.11.3 Print Control

Print Course Data	Enter Y or N to indicate whether or not course information is to be printed on the report. If "N" is specified, a message indicating whether or not the student has met all graduation requirements will be displayed. If the student has not met all requirements, the grad rule in which the student is deficient will be displayed.
Update Graduation Date (Y/N)	Enter "N" - NWOCA WILL MASS LOAD THIS FOR YOU!
Graduation Date	Leave blank
New Page Each Student (Y/N)	Enter Y or N to indicate whether or not information for each student should be printed on a separate page.
Print Student or Parent Labels	Enter "S" or "P" for labels, or leave blank for no labels. If "S" is specified, the student's name and address in STUD will be printed. If "P" is specified, parent/guardian address information will be printed in the format defined in P154. Address labels generated will be based on the mailing codes in PADR.
Print Students Graduating, Not Graduating, or All	Enter "G", "N" or "A". If "G" is selected, the report will print only graduating students. If "N" is selected, the report will print only those students who are not graduating. If "A" is selected, the report will contain both.
Print Graduation Letter (Y/N)	Enter Y or N to indicate whether or not graduation letters are to be produced in addition to the office copy of the report. All information included on the office copy will be printed on the letter.
P412 Text Version Number	Enter a version number, as defined in P412, to indicate specific text to be printed on the graduation letter. Leave this field blank if you do NOT wish to print text on the graduation letter.

8.12 COHI and CRSE

Information for Graduation Requirements comes from COHI and CRSE.

```

-----
SIS - COHI                EXPERIMENTAL HIGH SCHOOL        FEB 05, 1996
[DISPLAY]                STUDENT COURSE HISTORY          08:23 AM
                                                M-12-A-95/96-

Student ID:  95001        CRUISE, TOM

Grade:                09                Attempt Earned
School Year:         93/94                Term: Mrk:  Pts: Cred:  Cred: Abs:
Crse Abbreviation:  AM HIST Sec: 01
                                                1   A     4.00 0.50   0.50  2
Crse Text:           American Hist      2
Completion YY/MM:   94 / 1              3
School:             EXPH                4
Crse Grade Level:  09
Crse Grd Lvl Count: Y                  Cumul:
Crse in Cum GPA:   Y                   Exam:
Crse in Cum Credit: Y                 Aver:
Crse Language Code:                   Final: A     4.00 0.50   0.50  2
Crse Hrs of Instr: 75
Crse Level of Diff:
Crse Area of Study: SOC Social Studies      Date Updated: 03/30/94
Crse Subject Area: AH Amer. History        Updated By:   B118
Crse Transfer Code: 1
Command: DISPLAY
Message:
-----

```

```

-----
SIS - CRSE                EXPERIMENTAL HIGH SCHOOL        FEB 05, 1996
[DISPLAY]                Courses                          08:23 AM
Course ID:              100        Full Text:      ENGLISH 100-1
                        Short Text:      ENG 100-1
Valid From Year:      86/87        Abbreviation:   ENG100-1
Valid to Year:

---- General Data ----  ---- General Data ----  ----- Prerequisites ----
Credit Units:         0.50        Sex Restriction:      Prerequisite 1:
Department:          HS          Grade From/To:    09  12        and/or:
Sequence Group:      1          Scheduling Demand:  0        Prerequisite 2:
Sequence Number:     1          Scheduling Priority: H
Grade Level:         09          Include on PR Label: Y        and/or:
Grade Lvl Count:     Y          Update History:      Y
In Cum GPA:          Y          Language Code:      Corequisite 1:
-----

```

In Honor Roll: Y Hrs of Instruction: 060 and/or:
In Cum Credit: Y Level of Difficulty: Corequisite 2:
Transfer Code: 1 **Area of Study: ENG**
Sex Balancing: N **Subject Area:** Other Restrictions: N
Room Type:
Command: DISPLAY
Message:

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