



Counseling Applications For Secondary Schools January 23, 2012

The **Student Data** form contains the primary demographic information about a student. There are also additional tabs and buttons on the form that allow you to access additional student information. Some of the information that displays on this form includes the student's address, birth date and age, race, last school and next school information, status tag, etc.

Students
2011-2012 Screaming Eagle High School 1/23/2012

Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD)

Stu#	Last Name	First Name (AJ)	Middle Name	Suffix	Perm ID No.	Sex	Grade	Birthdate	Age
000001	Abbott	Allan	James		099400001	M	12	11/11/1993	18

Parent/Guardian: M/M A Abbott
Area/Telephone: (777) 555-9448
Fathers Work: (777) 555-7537
Mothers Work: Extn: 08/30/2011
Residence Address: 1118 Glenview Lane, Eagle Rock, CA 99999
Mailing Address (same?)

Schl Enter Dt: 09/05/2008
Dist Enter Dt: 09/08/1999

Counselor Number: 708, Name: Durbin, S, Locker: 0, Res Schl: 0, NxtSchl: 0, NxtGrd: 13, NxtTch: 0, Rcd Rel: 3, ParEd: 3

CorrLng: 00, Hm Lng: 01, LangFlu: L, Prog: 0, AttPgm1: 0, AttPgm2: 0, Ethnicity: N, Race: 700

User1: N, User2: 0, User3: 0, User4: 0, Band: G, GATE: C, User7: 0, User8: 0, User9: 0, User10: 0, User11: 0, User12: 0, User13: 0

Check Status Show Inactives 000001 Show Adjust

1 Attendance 2 Supplemental 3 Medical 4 Discipline 5 Siblings 6 Contacts 7 Quick Con 8 Acad Plan 9 Enroll Hist
Z Tests 8 Fees 9 Assessmnt 0 Counseling E SpecEd H Language I Interventions S Programs Z Crs Req
J Classes K Grades L Transcript M Misc N CrsAttend Q College I GATE Q DST Info Extra Actv

LOCATE UPDATE Print Preview OTHER
Backward Get Forward Add Change Delete UpdATT Print eXit Reports

At the right side of the form there is a **Check Status** button and **is recommended that this button be turned ON at all times**. This will allow a message to display in **red** if there are any inconsistencies in the student's attendance enrollment status, which can be easily noticed and rectified. The numbered and lettered buttons in the lower area of the form allow access to other student-related forms, some that are of particular use in **Counseling Applications**.

QUICK CONTACTS

The **Quick Contacts** form will display all contacts added to the **Contacts** form. This form only displays a **Quick Contact List** with the student name and number at the top left corner, the contact name, telephone numbers, relationship to the student and if the Student lives with the contact. The Contact default will display by the contact order entered on the **Contact** form. There is a drop down at the bottom that allows you to change the sort order by **Contact Name**. Also if there are any red flags added to the Contacts form the information will display at the top and could display who the red flag pertains to.

Quick Contacts						
Stu #: 1		Quick Contacts List				
Stu Name: Abbott, Allan James						
Red Flag: NO STUDENT CONTACT BY ALICE ABBOTT						
Red						
Flag	Contact Name	Telephone	Work Phone	Mobile Phone	Relation	Lives With
Y	Alice Abbott		(777) 555-7537		DO NOT CONTACT	
	Adam Abbott				Father	Y
	Sara Abbott	(777) 555-9448		(777) 569-1498	Stepmother	
	Bonnie Johnson	(777) 256-9873			Emergency Contac	

CONTACTS

The **Contacts** form allows an unlimited number of individuals to be entered which gives the school permission to get in contact with the individual listed for various reasons. This form contains an area for unlimited narrative for each contact.

There is also the **Mail Tag** field that a student can be “tagged” for duplicate mailings to be sent to parents living at different addresses (e.g. report cards, school mailings, etc.).

The screenshot shows the 'Emergency Contacts' form for 'Screaming Eagle High School' dated 1/18/2012. The form is divided into several sections:

- Student Information:** Stu# 1, Last Name Abbott, First Name Allan, Middle Name James, Perm ID No. 099400001, Sex M, Grd 12, Track, Status, Student Email Address Allan.Abbott@example.c
- Parent/Guardian Information:** Parent/Guardian M/M A Abbott, Area/Telephone (777) 555-9448, Fathers Work/Extension (777) 555-7537, Mothers Work/Extension, Parent/Guardian Email Parent.Abbott@example
- General Tab:** Mailing Name Alice Abbott, Relation 99 (DO NOT CONTACT), Order 3, Red Flag checked. Address: Abbott, Alice, CA. Telephone: 777-784-6981. Comments: COURT ORDER ON FILE - NO STUDENT CONTACT - EXPIRES 10/10/2012 -MB.
- Select Record to Display...:** A list of contacts including Alice Abbott (DO NOT CONTACT), Abbott, Adam (Father), Sara Abbott (Stepmother), Abbott, George (Grandfather), Johnson, Bonnie (Emergency Contact), and Smith, Paul (Agency Representative).
- Red Flag:** A red flag icon and the text 'NO STUDENT CONTACT BY ALICE ABBOTT' are visible at the bottom of the form.

The **Red Flag** button on this form is used to call attention to the fact that a student has important information entered. This forces the button on the **Student Data** form to display in **Red** and the Flag to display red at the bottom of the form.

NOTE: Red Flag buttons are used for awareness of importance. The District (or school) should determine the rules for their use.

A **Military** tab is also available that allows specific Military details to be stored.

The screenshot shows the 'Military' tab of the form with the following fields:

- Military Branch:** Code MC, Description Marine Corps
- Military Rank:** Code GEN, Description General
- Military Status Tag:** Code A, Description Active Personnel
- Date Military Record Updated:** 1/18/2012
- Military Supervisor:** (Empty field)
- Military Supervisor's Telephone:** (Empty field)
- Military User Fields:** User1, User2, User3, User4, User5 (All empty dropdown menus)

COUNSELING

From the **Counseling** form there are two forms accessible which are the **Conference** form and the **Visitation** form. Selecting the **Counseling** button on the **Student Data** form will display the **Conference** form.

This form is utilized to log conferences with each student and *type any desired comments*. If codes have been standardized in the **Code Table**, you will be able to track the different reasons you have conferences with students, parents, teachers, etc. for example Personal Counseling or Teacher Concern.

Date	Code	Description	Grade Status	Location	Notified	Followup	Contact
12/01/2011	6	Teacher Concern Allens Science teacher had concerns regarding Allen's Attendance.	11				
9/11/2011	1	Personal Counseling Discussed Allens problems passing CAHSEE. He stated that the test just	12	O		12/06/2011	



REMEMBER: Care must be taken. ALL Comments entered will print on the Print Student Counseling Report/CNF report in *View all Reports*.

To access the **Visitation** form, click the mouse on the **Switch** button at the bottom of the form. The **Visitation** form is used for keeping notes and has room for *as much narrative information as desired*.

Date	Code	Description	Grade Status	Location	Notified	Followup	Contact
1/18/2012	A0	Academic Advisement As per Admin1 - dropped 5 ed tech add comp lit per 6. Added reading fund in ESL room	12				
10/04/2011	A3	Grad Check Discussed with Allan where he is at with Grad Req	12				

Something to consider with the **Visitation** form is to limit the user access through security to specific individuals. This will create an area where more confidential notations can be entered. However, be aware that narratives written here are accessible to reports, such as **Print Student Counseling Report/VIS**. **Be sure and use your best professional judgment about what is documented.**

INTERVENTIONS

California requirements now state that a district **must** provide interventions for students who do not meet State and District standards for advancement (e.g. High School Exit Exam, STAR Standards tests, district standards or competencies, etc.).

2011-2012 Screaming Eagle High School 1/18/2012											
Stu#	Last Name	First Name (AJ)	Middle Name	Perm ID No.	Birthdate	Sex	Prog	Trk	Status	Age	Grd
1	Abbott	Allan	James	099400001	11/11/1993	M				18	12
Parent/Guardian		Area/Telephone		Fathers Work/Extension		Mothers Work/Extension					
M/M A Abbott		(777) 555-9448		(777) 555-7537							
Date	Code	Description	Disposition	Referral	Tg	Grade	Start:		End:		
11/14/2011	HM	High School Exit Exam Math	IR			12	Date:				
Not in attendance for Math portion of CAHSEE.							Time:				
							Days	0	Hours	0.00	
6/15/2011	HH	High School Exit Exam	IR			12	Date:	6/24/2011	7/16/2011		
Allen did not pass either portion of March CAHSEE. Will recommend Summer school for intense support work.							Time:				
							Days	0	Hours	0.00	

This form provides a way to track what interventions have been put in place for a given student. By setting up codes for the drop-down boxes for Description, Disposition, and Tag, this data entry will be standardized for your school/district. Query reports can be generated to more easily monitor the types of interventions a student is receiving.

RETENTIONS

The **Retentions** form provides a way to track the steps taken when retaining a student and can be located by selecting the **Switch** button on the **Interventions** form. Setting up codes for the drop-down boxes for **Disposition** and **Tag** will standardize the data entry for your school/district. Query reports can be generated to more easily monitor the steps taken when retaining a student.

2011-2012 Screaming Eagle High School 1/18/2012											
Stu#	Last Name	First Name (AJ)	Middle Name	Perm ID No.	Birthdate	Sex	Prog	Trk	Status	Age	Grd
1	Abbott	Allan	James	099400001	11/11/1993	M				18	12
Parent/Guardian		Area/Telephone		Fathers Work/Extension		Mothers Work/Extension					
M/M A Abbott		(777) 555-9448		(777) 555-7537							
Date	Code	Description	Tag	Grd	Comment						
1/18/2012	RN	Retention Notification		12	Contacted parent to meet to discuss retention.						
1/09/2011	PN	Parent Notification		11	Contacted to discuss Summer Schoole required in order to com						
* 1/18/2012				12							

STUDENT CLASS SCHEDULE

The **Student Class Schedule** form displays all classes that a student is currently enrolled in. This form is also used to make schedule changes for an enrolled student, or to add classes for a student enrolling after the start of the school year.

The word **HERE** displays in the right margin, denoting which period is currently in session. This is determined by the time of day on the computer, and the bell schedule as entered in the **School Options** form.

Stu#	Last Name	First Name (AJ)	Middle	Sex	Grd	Prg	Trk	PerRng	ScdGp	Status	Credits	View MST	CrsAttDate
1	Abbott	Allan	James	M	12			0-9			242.50	Alt Disp	1/19/2012

Sec#	Per	Trm	Days	Crs ID	Course Title	Teacher	Room	Total	Left	Attendance
4004	4	F	MTWTF	0704	Civics Cp	Hauser- 693	D4	1	35	
1118	1	Y	MTWTF	0317	IB Eng HL2	Stockton- 804	C6	27	9	HERE
2166	2	Y	MTWTF	0726	IBHstAm2/IHEcCv	Acosta- 605	Z2	25	13	
3194	3	Y	MTWTF	0427	IB Span HL 2	Alvarado- 610	BC3	19	17	
5133	5	Y	MTWTF	0698	IB Biology SL	Smith- 712	Q23	19	11	

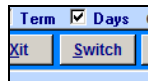
Notice the **Sec#** column has light blue numbers. Entering a new section number into this column can change a student's schedule, which he/she is currently enrolled. To display sections for a course, place the cursor on top of any **Course Title**, and **double-click**. A small window will display with other sections available for this course.

PerSem	Sec#	Tch#	Teacher Name	Room	Trk	Grp	Grd-Rnge	Max	Actual	Left
0	Y	0003	840 Wright	Boff			11 12	7	1	6
0	Y	1003	841 Wright-Attenda	ATT			11 12	0	0	0
0	Y	1004	848 Wright-Switcht	ADM			11 12	0	0	0
0	Y	1005	843 Wright-Copy	COPY			11 12	0	0	0
0	Y	1006	842 Wright-Carreer	M1			11 12	0	0	0
0	Y	1007	844 Wright-MooreA	ASB			11 12	0	0	0
0	Y	1008	845 Wright-Regista	ADM			11 12	0	0	0
1	Y	0073	840 Wright	Boff			11 12	7	0	7
1	Y	1129	841 Wright-Attenda	ATT			11 12	0	0	0

To display all available sections click the mouse on the **View MST** button in the upper right corner. A small window will display, with the entire master schedule including section numbers, periods, courses, teachers, rooms, total students, etc. The top of the form explains how to sort by a field or multiple fields, such as period and semester as well as limit what displays. To add a section to a student's schedule double-click the mouse on the section.

Sec#	Pd	Sm	DAYS	Course ID / Title	Dept	Tchr Num / Name	Room	Sx	Lo	Hi	Max	Tot	Left	Schd	Trm	Crs /Nm	Sem	TA
001	1	Y	MTWTF	0321	Reading Fundmtl	E 729 Cooksey	C7		9	12	30	1	29					B
002	6	Y	MTWTF	0352	Yearbook	A 804 Shockey	F5		9	12	30	1	29					
003	0	Y	MTWTF	0210	Office Training	B 840 Wright	Boff		11	12	7	1	6					
004	0	S	MTWTF	9001	No Zero Period	601 Aldrich	ADM		9	12	500	1	499					
006	3	Y	MTWTF	1500	Tchr Aide	684 Nuno	C2		11	12	0	1	-1					
008	6	Y	---F	0914	RSP Math 9	820 Klein (Treviso)	B5		9	12	15	0	15					
009	1	Y	MTWTF	0952	SDC Math	713 Staley	F4		9	12	12	0	12					
010	4	Y	MTWTF	0952	SDC Math	713 Staley	F4		9	12	12	1	11					
018	0	Y	MTWTF	1500	Tchr Aide	721 Wallace	ASB		11	12	0	0	0					
019	0	Y	MTWTF	1500	Tchr Aide	723 Wilson	ADM		11	12	0	0	0					
020	4	Y	MTWTF	1500	Tchr Aide	684 Nuno	C2		11	12	0	0	0					

At the bottom of the form clicking the mouse on the **Switch** button will change the blue highlight from the **Sec#** column to the **Crs ID** column. This will allow new student to be enrolled into classes and course numbers can be entered for desired classes.



To prevent courses from being rescheduled specific courses can be locked or unlocked by clicking the gray **Lock** button next to each course or ALL courses can be locked by clicking the mouse on the **LOCK** button at the top of the column. The **PrmLk** column will also allow you to flag a particular course to be permanently locked and should not be changed.

Stu#	Last Name	First Name (AJ)	Middle	Sex	Grd	Prg Trk	PerRng	ScdGp	Status	Credits	View MST	Alt Disp	CrsReqPack
1	Abbott	Allan	James	M	12		0-9			242.50			

Sec#	Per	Trm	Days	Crs ID	Course Title	0123456789	Teacher	Room	Total	Left	PrmLk	LOCK
4004	4	F	MTWTF	0704	Civics Cp	---x-----	Hauser- 693	D4	1	35	*	*
1118	1	Y	MTWTF	0317	IB Eng HL2	-x-----	Stockton- 804	C6	27	9	*	*
2166	2	Y	MTWTF	0726	IBHstAm2/HEcCv	--x-----	Acosta- 605	Z2	25	13	*	*
3194	3	Y	MTWTF	0427	IB Span HL 2	--x-----	Alvarado- 610	BC3	19	17A	*	*
5133	5	Y	MTWTF	0698	IB Biology SL	-----x---	Smith- 712	Q23	19	11	*	*
4188	4	S	MTWTF	0714	Economics Cp	-----x---	Bryan, R- 960	T1	4	26	*	*

Scheduling can then continue to “reschedule” remaining courses by clicking on the **Resched** button that displays red. Clicking this button will automatically schedule the student into the selected courses available and all changes are saved.

To re-display the original form click the mouse on the **Switch** button and the **Resched** button will change back to the **Restore** button. The **Restore** button can be used to **UNDO** all changes made to a student’s schedule as long as the **Student Class Schedule** form has not been closed.

After making changes a print out can be generated of the **Add/Drop** schedule for the student displayed. If you exit the **Student Class Schedule** form before selecting to print, the **Add/Drop** feature will not be available. Click the mouse on the **Print** button and the following report will be generated.

Student#	Last Name	First Name	Middle Name	ID Number	Sex	Grade	Birthdate
000001	Abbott	Allan	James	099400001	M	12	11/11/1993

Per	Sem	MTWTF	Sec#	Crs ID	Course Title	T ch#	Teacher Name	Room	Add/Drop
4	F	MTWTF	4004	0704	Civics Cp	693	Hauser	D4	
0	Y	MTWTF	0082	0011	PE	831	Wallace, S	G7	ADD
1	Y	MTWTF	1118	0317	IB Eng HL2	804	Stockton	C6	
2	Y	MTWTF	2166	0726	IBHstAm2/HEcCv	605	Acosta	Z2	
3	Y	MTWTF	3194	0427	IB Span HL 2	610	Alvarado	BC3	
5	Y	MTWTF	5133	0698	IB Biology SL	712	Smith	Q23	DROP



NOTE: The **CrsAttend** must be updated in order for course attendance data to be accurate. The **Student Class Schedules** form now automatically updates **CAR**.

GRADES

If **Multiple Marks** is flagged in **School Options** a student’s academic performance can be viewed for each term of the school year. But the citizenship, work habits, total absences and comments displayed are **only** for the current grading period.

If **Grade Reporting** is set to **One Mark** only one mark will display during the most recent term. The GPA and credit information at the bottom of the form pertains to the most recent grades.

Stu#	Last Name	First Name (AJ)	M/I	Perm ID No.	Birthdate	Sex	Grd	Prog	Trk	Counselor Number/Name	Tag
1	Abbott	Allan	J	099400001	11/11/1993	M	12			708 Durbin, S	

Note: You are currently using the highlighted mark. Click on Field Headings to turn tabstops On and Off

Pd	Crs-ID	Title	Tch#	Name	1st PR	2nd PR	1st SEM	3rd PR	4th PR	2nd SEM	Cred	Cit	WH	Abs	Comments
1	0317	IB Eng HL2	804	Stockton	A	A	A	A			5.00			0	
2	0726	IBHstAm2/HEcCv	605	Acosta	A-	A-	A-	A-			5.00	O		0	A C E
3	0425	Span IV IB SL	610	Alvarado	D+						5.00			1	
3	0427	IB Span HL 2	610	Alvarado		A	A-	A			5.00	S		1	E
4	0714	Economics Cp	960	Bryan, R				A-			5.00			0	
4	0704	Civics Cp	693	Hauser	A-	A-	A				5.00	O		1	A E
5	0698	IB Biology SL	712	Smith	B-	B-	B-	B			5.00	S		1	
7	0775	IB TheoryKnow	636	Goode	B+	A-	A-				10.00			0	

Record: 1 of 8

Academic GPA (W) 4.4000 3.8000 Total GPA (W) 4.4000 3.8000 Credit Att and Cmpl 25.00 25.00 Class Rank and Size 1 of 467 [Recompute](#)

Red Flag LOCATE UPDATE Print Preview OTHER

[Backward](#) [Get](#) [Forward](#) [Add](#) [Change](#) [Delete](#) [Print](#) [eXit](#) [Grade History](#)

GRADE HISTORY

The **Grade History** for the current year is available through the **Grades** form by clicking the mouse on the **Grade History** button. This will display **ALL** marks, citizenship, work habits, total absences and comments for each grade period. **Remember - this information is only stored for the current year to provide all grade information for each grading period.**

Stu#	Last Name	First Name	M/I	Perm ID No.	Birthdate	Sex	Grd	Prog	Trk	Counselor Number/Name	Tag
1	Abbott	Allan	J	099400001	11/11/1993	M	12			708 Durbin, S	

Click on Field Headings to turn tabstops On and Off

Mk#	Heading	Per	Crs-ID	Course Title	Tch#	Teacher	Mark	Crd	Cit	WH	Abs	Enr	Pre	Exc	Unx	Sus	Comments
1	1st PR	1	0317	IB Eng HL2	804	Stockton	A	5.00			0	29	29	0	0	0	
1	1st PR	2	0726	IBHstAm2/HEcCv	605	Acosta	A-	5.00			0	29	29	0	0	0	
1	1st PR	3	0425	Span IV IB SL	610	Alvarado	D+	5.00	S		0	29	29	0	0	0	
1	1st PR	4	0704	Civics Cp	693	Hauser	A-	5.00	O		0	29	29	0	0	0	A E
1	1st PR	5	0698	IB Biology SL	712	Smith	B-	5.00			0	29	29	0	0	0	
1	1st PR	7	0775	IB TheoryKnow	636	Goode	B+	10.00			1	29	28	0	1	0	
2	2nd PR	1	0317	IB Eng HL2	804	Stockton	A	5.00			0	28	28	0	0	0	
2	2nd PR	2	0726	IBHstAm2/HEcCv	605	Acosta	A-	5.00	S		0	28	28	0	0	0	

TRANSCRIPTS

The **Transcripts** form will display all of a student's previous year's grade history as well as the student ranking and calculated GPA's. The **COMMENTS** field allows as much information to be stored as desired but only the first five lines will print on the transcript.

The **Repeat Tag** field (RT) to the right of **Course Title** is for **REPEATED COURSES**. The **CP** heading is to flag courses that are college prep and the **N/H** heading is for Non-Academic courses.

Student Transcript
2010-2011 Screaming Eagle High School 5/10/2011

Stu# 1 Last Name Abbott First Name (AJ) Allan Middle Name James Sex M Passed CAHSEE - working on College prep.

Perm. ID No. 099400001 Birthdate 11/11/1992 Grd Prog Trk Status 12 Expected Grad

Sch	Year	Tm	Grd	Crs ID	Std Course Title	RT	CP	N/H	Mark	Atmp	Comp	Special	Crs Title	Att
994	09 - 10	2	12	0317	IB Eng HL2		P	H	A	5.00	5.00			
994	09 - 10	2	12	0427	IB Span HL 2		P	H	A	5.00	5.00			
994	09 - 10	2	12	0642	IB Math Studies		P		A	5.00	5.00			
994	09 - 10	2	12	0698	IB Biology SL				A	5.00	5.00			
994	09 - 10	2	12	0726	IBHstAm2/HEcCv		P	H	B	5.00	5.00			
994	09 - 10	1	12	0055	Wms Tennis			N	A	5.00	5.00			
994	09 - 10	1	12	0317	IB Eng HL2		P	H	A	5.00	5.00			
994	09 - 10	1	12	0427	IB Span HL 2		P	H	A-	5.00	5.00			
994	09 - 10	1	12	0642	IB Math Studies		P		A	5.00	5.00			
994	09 - 10	1	12	0698	IB Biology SL	R			C+	5.00	5.00			
994	09 - 10	1	12	0726	IBHstAm2/HEcCv		P	H	A-	5.00	5.00			
994	09 - 10	1	12	0775	IB TheoryKnow		P	H	A-	10.00	10.00			
994	08 - 09	2	11	0018	Inter Dance			N	A-	5.00	5.00			
994	08 - 09	2	11	0316	IB Eng HL 1		P	H	A-	5.00	5.00			

Record: 1 of 56

CAHSEE Recomp GPA View CRS Limit Rcds

Acad GPA 3.9895 3.6526
 Total GPA 3.9908 3.6972
 10-12 GPA 4.0704 3.6197
 Credit Att/ Cmpl 272.50 267.50
 Class Rank/Size 17 of 468

LOCATE Sort by Subject Date Desc UPDATE Show 10-12 Rank Print Preview OTHER TDF

Backward Get Forward Add Change Delete Print eXit Requests Status

The **Print Students with Repeated Courses** report in **View all Reports** prints students with repeated courses over maximum credit, which is based on credit assigned to courses in the **Course** table. After term grades are posted on the transcript, running this report will help locate students who have repeated a course.

Screaming Eagle High School 5/10/2011

2010-2011 **Students with Repeated Courses over Maximum Credit** Page 1

STU#	Student Name	Grade	CourseID	Course Title	CrsContent	MaxCredit	Term	Mark	Credit
000001	Abbott, Allan	12	0427	IB Span HL 2	10.00	Now	?	5.00	
			0427	IB Span HL 2	10.00	1/09	A-	5.00	
			0427	IB Span HL 2	10.00	2/09	A	5.00	

To “waive” a requirement for a student, such as, the student is excused from Health instruction per Ed Code Section 51240, add the course to the transcript. In the **Mark** field enter “X” and indicate the appropriate number of credits being waived in the **Atmp** field. **Remember that “X” must be setup as a valid mark in order to work properly.** In the **Cmpl** field enter **0.00** credits. The resulting Grad Status report will accurately reflect the reduced credits required in that subject for that student.

Sch	Year	Tm	Grd	Crs ID	Std Course Title	RT	CP	N/H	Mark	Atmp	Comp	Special	Crs Title	Att
994	09 - 10	2	12	0715	HonEcon/GovtGS		P	H	A	5.00	5.00		Hon Economy CP	
994	09 - 10	2	11	1609	Health/Career				X	5.00	0.00			
994	09 - 10	1	12	0011	PE			N	B+	5.00	5.00			
994	09 - 10	1	12	0021	Work Exper Educ			N	P	5.00	5.00			
994	09 - 10	1	12	0304	English 12 CP		P		D	5.00	5.00			
994	09 - 10	1	12	0660	Physics Cp		R	P	C-	5.00	5.00			
994	09 - 10	1	12	0704	Civics Cp		P		C+	5.00	5.00			
994	08 - 09	2	12	0064	Badminton			N	A	5.00	5.00			
994	08 - 09	2	12	0306	Ap Eng 12 CP		P	H	A	5.00	5.00			

Selecting **Print Preview** and clicking the mouse on the **Print** button will display a student's transcript on the screen. To directly send the transcript to the printer, turn the **Print Preview** button off and click the mouse on the **Print** button.

CREATING TRANSCRIPTS FOR TRANSFER STUDENTS

When students transfer into your school from another high school, it is suggested that their transfer courses display exactly as printed on their transfer transcript. A student's permanent record and Transcript sent to colleges will then accurately reflect distinct coursework taken at each school.

The following procedures allow you to note the school where courses were taken, the course titles, complete with appropriate coding for "College Prep," "Non Academic," "Honors," "AP," etc. The Course (CRS) table is the key to creating transcripts for transfer students!

COURSE DATA

Data entered for each course on the **Courses** form is stored in the **CRS** table and the accuracy of this data is critical. Tracking all students' credits, GPA, grad status, UC and CSU eligibility, core/proficiency completion, and CSF eligibility depends on this data being accurate. The **Grade Range** fields on this form will also affect scheduling runs. The integrity of information on transcripts, CBEDS reports, etc., in part also depends on the accuracy of this data.

SETTING UP COURSES FOR TRANSFER STUDENTS

In addition to your school's or district's courses, transfer courses can be setup for each grad requirement subject areas (e.g. "Transfer English 1," or "Transfer Biology") and **MUST** be coded appropriately in the **Course** table. When students transfer to your school from another high school, these transfer courses can be added to a students transcript, using your own set of "transfer" course numbers and still represent original course titles, college-prep status, etc.

DESIGNATING SCHOOL NAME ON TRANSCRIPT

- One way of designating the school name on a transcript is to setup at least two course numbers per school name. Make sure these numbers are numerically lower or higher than course numbers that will be used for entering course data (e.g. 0001, or 5000).
- School name can be entered on a transcript by first entering the name of the school in the **Course History Institutions** form from **View all Forms**. Once schools are setup the code can be entered on the transcript form and the school name will print on the transcript.

Once you have entered "transfer" courses in your course file, creating transcripts for transfer students is easy. On the transcript form:

- Click the mouse on the **SCH** heading and select the school code where the student did the coursework. Enter year and term, and then proceed to enter courses.
- For each course on the student's original transcript, determine whether or not that course meets your own district's graduation requirements, earns "elective" credit, whether the course is college prep and whether the course is an honors or advanced placement course. Then enter the appropriate transfer course code. Highlight the **Special Course Title** and type the correct course name. Enter the grade and credit earned.

By choosing the course codes that correspond to your own graduation requirements, electives, etc., **Aeries** will be able to give you a correct assessment of the student's grad status on the flip side of the **Transcript** form. Also, college prep courses and honors/AP courses will have the correct designations on the printed transcript.

Sch	Year	Tm	Grd	Crs ID	Std Course Title	RT	CP	N/H	Mark	Atmp	Comp	Special Crs Title	Att
12041	09 - 10	2	11	00001	Out of District				A	0.00	0.00	ELD III Language	
994	09 - 10	2	12	0715	HonEcon/GovtGS	P	H	A		5.00	5.00	Hon Economy CP	
994	09 - 10	2	11	1609	Health/Career				X	5.00	0.00		
994	09 - 10	1	12	0011	PE	N		B+		5.00	5.00		

OFF GRADE COURSES

The **Off Grade Courses** form is used to update the **OGC** table. This table is designed to store courses taken by a student outside the normal course grade range and could be in a student's Course History, which may or may not be counted as a regular course for different purposes.

With the **Off Grade Courses** form you can specify whether or not a course taken in a Middle School should be counted for UC/CSU eligibility, count towards Graduation Requirements, show on Transcripts, or count in GPA. The option is also available to select a new credit value and override the course credit value.

Off Grade Courses												
2011-2012		Bald Eagle Intermediate School							1/19/2012			
Course ID	Course Title	Grade Range		Minimum	Credit	Override	Count	Count for	Show on	Count in		
		Low	High	Mark Value	Override	Credits?	UC/CSU?	Grad Req?	Transcript	GPA?		
100388	Adv Algebra-A2	6	8	3.00	10.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
*		6	8	0.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

TRANSCRIPT SETUP AND PRINTING

To print more than one transcript go to **View All Forms** and **double-click** the mouse on **Transcript Setup and Printing**. Note that prior to printing transcripts it is suggested you verify that the **Transcript Definitions** are setup correctly for the transcript selected to print.

A **default** transcript is setup for standard transcript information. However, different transcripts can be created through the **Transcript Definitions** form. For example, Colleges may require that certain tests be printed on a transcript. A college transcript can be created that will print total different information from the **default** transcript.

The different transcripts created will display in the **Transcript Definition drop down** and can be selected to print.

The **Address to Parents** option will default and print the parent's address on the transcript. To address transcripts to colleges, click the mouse on the **Address to Colleges** button. Choose to print transcripts for many students to a single specified college, or one student to many different colleges.

Please Note: College names and addresses MUST be added to the Colleges form before transcripts can be addressed to specific colleges or universities.

TRANSCRIPT DEFINITION

The **Transcript Definitions** form allows schools or district to determine what information should print on a student's transcript. The school or district can also create as many variations of the transcript as desired containing different information. For example, some colleges require immunization records to be listed on a student's transcript.

The **Transcript Definitions** form contains a **Default** transcript, which contains the setup created for your original transcript. When this form displays, the **Default** record will automatically display with all options setup.

There are 5-tabs available on the **Transcript Definition** form.

- **General** – displays the overall formatting options available for the transcript
- **GPA Options** – allows you to select which GPA's will print on the transcript along with student ranking
- **Terms** – allows you to select the Term Headings that will print
- **Optional Area** – allows you to select which information will be printed at the bottom portion of the transcript
- **TTP Things to Print** – allows you to setup the tests, activities/awards and immunizations information that can be selected to print

GENERAL

- **Print ID or Social Security** – option to print the Social Security number instead of ID
- **Work In Progress** – will display all classes that a student is currently enrolled in for this semester
- **Show Spring Classes in Fall Semester** – if work in progress is selected, Spring classes will display in the Fall semester, if classes are pre-scheduled for Spring
- **Hide Shading on Laser Report** – will remove all shading from the report
- **Extra Space on Cred/GPA** – adds an extra space after the Credit Attempted and GPA
- **Name of School Courses Taken** – will print a separate line with the school name where the student took the course
- **Combine Year/Term and School, Include City & State** – will print year, term and school name on one line and can include the City and State of the school

Student Name Abbott, Allan James						Stu# 000001	Grade 11	Sex M	Birthdate 11/11/1992	Perm ID Number 0099400001	Counselor Durbin, Scott	Transcript of Student Progress January 18, 2012 Screaming Eagle High School 6336 Eagle Crag Lane Eagle Rock, CA 95994 (999) 555-9994
Parent/guardian name, address, telephone M/M A Abbott 1118 Glenview Lane Eagle Rock, CA 99960 (777) 555-9448						Passed CAHSEE - preparing for college.						
Crs-ID	Course Title	Mark	Att/Cmp	Crs-ID	Course Title	Mark	Att/Cmp	Crs-ID	Course Title	Mark	Att/Cmp	
Grd 9 Fall 05-06 Screaming Eagle High School				0923	Algebra	A	5.00 5.00	a p	0306	Ap Eng 12 CP	A	5.00 5.00
				Credit Att: 30.00 Cmp: 30.00 AGPA: 3.2000				a p	0634	AP Statistics	A-	5.00 5.00
* 0066	Frosh Football	A	5.00 5.00	Grd 11 Fall 07-08 Screaming Eagle High School				p	0665	Hon Adv Bio	A-	5.00 5.00
p 0308	Hon Eng 9 CP	A	5.00 5.00	* 0056	Wrestling	A	5.00 5.00	p	0715	HonEcon/GovtGS	A	5.00 5.00
p 0402	French II	A-	5.00 5.00	0108	Jewelry Making	A-	5.00 5.00	p	0775	IB TheoryKnow	A	5.00 5.00
0590	Music Apprectn	A	5.00 5.00	0256	Intro Comp Prog	A	5.00 5.00	Credit Att: 30.00 Cmp: 30.00 AGPA: 3.0000				
p 0614	Hon Geom/Trg C	A-	5.00 5.00	p 0307	Hon Eng 11 CP	A	5.00 5.00	Grd 12 Fall 09-10 Screaming Eagle High School				
p 0675	Hon Phys Sc,CP	A-	5.00 5.00	p 0405	French IV HonIB	A	5.00 5.00	* 0011	PE	B+	5.00 5.00	
p 0710	Hon World His	A	5.00 5.00	p 0619	Intr Calc CP H	A-	5.00 5.00	* 0012	Weight Trng	D-	5.00 5.00	
Credit Att: 35.00 Cmp: 35.00 AGPA: 4.6667				p 0658	Honor Chem Cp	A-	5.00 5.00	* 0021	Work Exper Educ	P	5.00 5.00	
Grd 9 Spring 05-06 Screaming Eagle High School				a p	0703	AP US History	A-	5.00 5.00	p 0304	English 12 CP	D	5.00 5.00
* 0066	Frosh Football	A	5.00 5.00	Credit Att: 40.00 Cmp: 40.00 AGPA: 3.8571				p	0660	Physics Cp	C-	5.00 5.00
0255	Intro Cmpt Lit	A+	5.00 5.00	Grd 11 Spring 07-08 Screaming Eagle High School				p	0704	Civics Cp	C+	5.00 5.00
p 0308	Hon Eng 9 CP	A	5.00 5.00					Credit Att: 30.00 Cmp: 30.00 AGPA: 1.6667				
p 0402	French II	A-	5.00 5.00									

- **Hide Student Enter/Leave Dates** – will not print the Enter or Leave date on transcript
- **Print State Student ID Number** – will print the State ID number at bottom of transcript
- **Hide Parent Telephone** – will not print the Parent's telephone number
- **Print Birthplace instead of Counselor** – will print a birthplace instead of counselor name IF birthplace was entered on the **Other Student data** form in the **Birth City** field
- **Print Parent Address to Colleges** – if a college transcript is printed the school address will be replaced with the parent address in the top right hand corner
- **Print +'s and -'s** - will print any + or - for the grade the student received, such as, A+


- **Print “Class of” or “Graduated” label** – will either print “Class of” and the year the student will graduate, “Graduated” or if STU.HSG has been flagged with a code the description will print

Advanced or Honors Diploma		
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- **Hide Repeat tags** – will not print tags to the left of the course and will not print on border below course information
- **Hide College Prep Tags** – will not print tags to the left of the course and will not print on border below course information
- **Hide Honors Tags** – will not print tags to the left of the course and will not print on border below course information
- **Hide Non-Academic Tags** – will not print tags to the left of the course and will not print on border below course information
- **Print Middle Name instead of initial** – will print as much of middle name possible

p 0403	French III	A	5.00	5.00	+ p 0703	AP US History	A-	5.00	5.00
					Credit Att: 35.00 Cmp: 35.00 AGPA: 4.67				
+ p 0617	Hon Adv Alg Cp	A	5.00	5.00	Grade 12 Fall 2008-2009				
p 0666	Honors Biology	A	5.00	5.00	Screaming Eagle High School				
+ p 0712	Ap Eur Hist Cp	A	5.00	5.00	Credit Att: 30.00 Cmp: 30.00 AGPA: 4.40				
					Grade 10 Spring 2006-2007				
					Screaming Eagle High School				
* 0052	Baseball	A	5.00	5.00	* 0064	Badminton	A	5.00	5.00
p 0315	Hon Eng 10 CP	A	5.00	5.00	* 0064	Badminton	A	5.00	5.00
					+ p 0306	Ap Eng 12 CP	A	5.00	5.00
					+ p 0306	Ap Eng 12 CP	A	5.00	5.00
					p 0586	Acappella Choir	A	5.00	5.00
* Non Academic Course + Honors Course (GPA is weighted) p = College Prep Course r = Repeated Course									

- **Expand Student Name by Hiding** – will expand area to print name by not printing student number, Counselor or both.
- **Signature Line Text box** – can enter your own signature line to be printed at the bottom of the transcript (“The transcript is unofficial.....”)
- **Reset Default Signature Line Text** – will reset the signature line text back to the default

Class of 2012		
State ID# 1234567890		
This transcript is unofficial unless signed by a school official.		
Signature: _____	Date: _____	

GPA OPTIONS

The **GPA Options** tab allows you to select which class rankings and GPA’s will be printed on the bottom left hand corner of the transcript.

* Non Academic Course	+ Honors Co
Weighted Non-Wgtd	
Acad GP A (9-12)	4.6304 3.9783
Acad GP A (10-12)	4.6176 3.9706
Total GP A (9-12)	4.5370 3.9815
Credit Attempted:	270.00
Credit Completed:	265.00
Class Size: 387	
Class Rank: 3	10-12 Rank: 3
Ranked by Weighted Academic GPA	

- **Class Rank and Class Size**
- **Print 10-12 Class Rank**
- **Calculate Class Ranks (HIS & GRD)**

- **Weighted GPA**
- **Un-weighted GPA**
- **Academic GPA**
- **Total (Non-Academic) GPA**
- **Cal State (Grade 10-12) GPA**
- **Print Which Term GPA**
- **Print Term GPA's to 4 Decimal Places**
- **Print Overall GPA's to 4 Decimal Places**
- **Apply Options to Transcript form**
- **Ranking Type – allows you to select Normal or Decile**

TERMS

- **Semester/Term Headings** – allows you to enter text for the semester name to be printed on the Year/Term line above the courses taken (for example Fall).

Credit Att: 35.00 Cmp: 35.00 AGPA: 3.8333			Grade 11 Spring 2010-2011		
Grade 10 Summer 2008-2009			Screaming Eagle High School		
0755	Driver's Ed	B 2.50 2.50	*	0018	Inter Dance A- 5.00 5.00
2400	Hlth/Car Sem 1	A 5.00 5.00	+ p	0316	IB Eng HL 1 A- 5.00 5.00
Credit Att: 7.50 Cmp: 7.50 AGPA: 3.6667			+ p	0426	IB Span HL 1 A 5.00 5.00
Grade 10 Fall 2009-2010			+ p	0630	AP Calculus AB C+ 5.00 5.00
Screaming Eagle High School			p	0696	Chem IB SL C 5.00 5.00
*	0018	Inter Dance A 5.00 5.00	+ p	0703	Ap U s History A- 5.00 5.00
p	0315	Hon Eng 10 CP A 5.00 5.00		0970	Leadership A 5.00 5.00
p	0417	Spanish II A+ 5.00 5.00	Credit Att: 35.00 Cmp: 35.00 AGPA: 4.0000		
p	0624	Hon Geo/Trng CP A- 5.00 5.00	Grade 12 Fall 2011-2012		
p	0666	Honors Biology B 5.00 5.00	Screaming Eagle High School		


OPTIONAL AREAS

The **Optional Areas** tab pertains to the bottom portion of the Transcript. We have added the ability to print any 2 of the following 3 options which include Print Student Photo, Print/Define TTP or the Graduation Status. The "Things To Print" can be expanded up to 52 items including tests, activities and Immunizations if only the Print/Define TTP is selected. Print Student Photo and Print Graduation Status MUST be de-selected.

- **Print Student Photo** – will print the student photograph at the bottom of the transcript in the middle section
- **Print/Define TTP** – can print items setup on the **TTP – Things to Print** tab and can expand up to 52 items and Immunizations can be printed if only **Print/Define TTP** is selected

Course Tags: * = Non Academic + = Honors (weighted) p = College Prep r = Repeated				CREDIT SUMMARY		
Weighted Non-Wgtd		Date	Test Taken	Score	Subject Area	Credit Req'd
Acad GPA (9-12)	3.9647 3.6588	11/10	SAT Verbal 780 Math 750	1530	English	35.00 5.00
Acad GPA (10-12)	4.0492 3.6230	05/10	SAT Verbal 750 Math 700	1450	Physical Education	30.00 30.00 -
Total GPA (9-12)	3.9691 3.7010	10/09	SAT Verbal 500 Math 600	1100	Social Science	30.00 30.00 -
Credit Attempted:	242.50	10/10	SAT II TC 660 LR 690 WR 720		Mathematics	20.00 20.00 -
Credit Completed:	242.50	05/11	AP: Calculus AB	1	Fine Arts	10.00 10.00 -
Class Size:	467	05/10	AP: United States History	5	Practical Arts	10.00 10.00 -
Class Rank: 18	10-12 Rank: 16	05/09	AP: French Language	5	Science/Life	10.00 10.00 -
Ranked by Weighted Academic GPA		05/09	AP: Physics B	5	Science/Physical	10.00 10.00 -
District Enter: 9/8/1999	CAHSEE	05/10	GSE: High School Mathematics	5	Health & Career Ed	5.00 5.00 -
School Enter: 9/5/2008	ELA: Not Passed	05/10	GSE: Reading/Literature	6	Computer Science	- - -
	Math: Passed	05/09	GSE: Written Composition	5	Electives	55.00 82.50 -
Class of 2012		05/09	GSE: Biology	6	* TOTALS *	220.00 242.50 5.00
		05/09	GSE: Geometry	6	Algebra 1 Requirement Met	
		05/09	GSE: Spanish	6		
		05/07	GSE: First-year Algebra	5		
		05/11	IB: English A1 HL	6		
		Comp Reading		Passed		
		Comp Mathematics		Passed		
		Comp Writing		Failed		
		Comp Social Studies		Not Taken		
		Comp Science		Not Taken		
		Date	Event	Hours		
			Community Service	14.50		
		11/09	National Merit Scholar			
		06/11	California Scholarship Federation			
State ID#	1234567890					

- **H.S. Graduation Status** – will print the students current graduation status
- **Include Algebra 1 Requirement** -
- **Competency Tests** – will print the competency tests in the middle section

Course Tags: * = Non Academic + = Honors (weighted) p = College Prep r = Repeated			Date	Test Taken	Score	CREDIT SUMMARY			
Weighted Non-Wgtd Acad GPA (9-12) 3.9647 3.6588 Acad GPA (10-12) 4.0492 3.6230 Total GPA (9-12) 3.9691 3.7010 Credit Attempted: 242.50 Credit Completed: 242.50 Class Size: 467 Class Rank: 18 10-12 Rank: 16 Ranked by Weighted Academic GPA						Subject Area	Credit Req'd	Compl	Needed
District Enter: 9/8/1999 CAHSEE School Enter: 9/5/2008 ELA: Not Passed Math: Passed Class of 2012 State ID# 1234567890									
							English	40.00	35.00
					Passed	Physical Education	30.00	30.00	-
					Passed	Social Science	30.00	30.00	-
					Failed	Mathematics	20.00	20.00	-
					Not Taken	Fine Arts	10.00	10.00	-
					Not Taken	Practical Arts	10.00	10.00	-
						Science/Life	10.00	10.00	-
						Science/Physical	10.00	10.00	-
						Health & Career Ed	5.00	5.00	-
						Computer Science	-	-	-
						Electives	55.00	82.50	-
						* TOTALS *	220.00	242.50	5.00
						Algebra 1 Requirement Met			

TTP – THINGS TO PRINT

The **TTP – Things to Print** tab is utilized to select and define the different data to be printed on the transcript. This includes test scores (TST), college test scores (CTS), activities/awards (ACT), competency tests, Immunization data (IMM), Student Data (STU) and Supplemental Data (SUP).

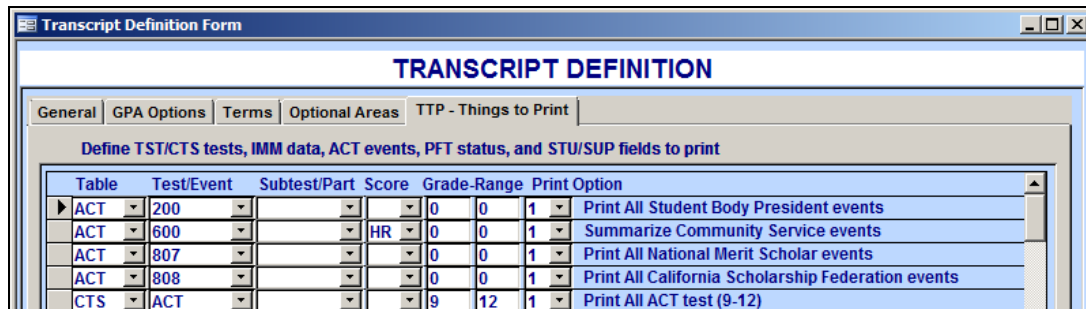


Table	Test/Event	Subtest/Part	Score	Grade-Range	Print Option
ACT	200			0 0	1 Print All Student Body President events
ACT	600		HR	0 0	1 Summarize Community Service events
ACT	807			0 0	1 Print All National Merit Scholar events
ACT	808			0 0	1 Print All California Scholarship Federation events
CTS	ACT			9 12	1 Print All ACT test (9-12)



NOTE: Things to Print tab replaces the Define Tests to Print form located in View All Forms

GRADUATION STATUS

From the **Transcripts** form the **Graduation Status** form can be displayed by selecting the **Status** button in the lower right corner. This form will display the credits required and credits completed for all subject areas setup in the **Update Requirements Table**.

The following is an example of the **Graduation Requirements** form.

Stu#	Last Name	First Name (AJ)	Middle Name	Perm ID No.	Sex	Grade	Birthdate	Status
1	Abbott	Allan	James	099400001	M	12	11/11/1993	

Subject Area	Credit Required	Credit Completed	Credit Enrolled In	Credit Needed
English	40.00	35.00	5.00	0.00
Physical Education	30.00	30.00	0.00	0.00
Social Science	30.00	30.00	0.00	0.00
Mathematics	20.00	20.00	0.00	0.00
Fine Arts	10.00	10.00	0.00	0.00
Practical Arts	10.00	10.00	0.00	0.00
Science/Life	10.00	10.00	0.00	0.00
Science/Physical	10.00	10.00	0.00	0.00
Health & Career Ed	5.00	5.00	0.00	0.00
Computer Science	0.00	0.00	0.00	0.00
Electives	55.00	82.50	45.00	0.00
* TOTALS *	220.00	242.50	50.00	0.00

Competency Tests	Reading: P	Mathematics: P	Writing: F	Social Studies:	Science:
California High School Exit Exam	ELA: Not Passed	Math: Passed	Algebra 1: Requirement Met		

To display the course titles that have been met and not completed click the mouse on the **Show Details on Screen** button. Use the **Scroll** to display entire record.

Subject Area	Reqd	Courses Completed	Credit	Courses Enrolled	Credit	Needed
English	40.00	Hon Eng 10 CP	10.00		0.00	30.00
	30.00	Hon Eng 9 CP	10.00		0.00	20.00
	20.00	IB Eng HL 1	10.00		0.00	10.00
	10.00	IB Eng HL2	5.00		0.00	5.00
	5.00		0.00	IB Eng HL2	5.00	0.00
Physical Education	30.00	Beq Dance	10.00		0.00	20.00
	20.00	Inter Dance	20.00		0.00	0.00

To print the Graduation Requirements click the mouse on the **Print** button. The **Print Preview** will default and the report will display. De-selecting the **Print Preview** button will automatically print the report.

Screaming Eagle High School		1/19/2012	
2011-2012		Page 1	
HIGH SCHOOL GRADUATION STATUS REPORT			
STU#: 0001	Student Name: Abbott, Allan	Grade: 12	Sex: M
Subject Area	Credit Required	Courses Completed	Completed Credit
English	40.00	Hon Eng 10 CP	10.00
		Hon Eng 9 CP	10.00
		IB Eng HL 1	10.00
		IB Eng HL2	5.00
		IB Eng HL2	5.00
Physical Education	30.00	Beq Dance	10.00
		Inter Dance	20.00
			0.00

GRADUATION REQUIREMENTS

Graduation requirements are updated through the **Update Graduation Requirements** form located through **Other Functions**. If graduation requirements are modified by action of the School Board, the grad status for students in each class can be followed separately. Different **Grad Tracks** can be setup so that the **Class Rank and Size** can be calculated differently for students in the same grade based on their **Grad Tracks**.

Code	Subject Area	Required Credit for GR:	12	11	10	9
A	English		40.00	40.00	40.00	40.00
B	Physical Education		30.00	20.00	20.00	20.00
C	Social Science		30.00	30.00	30.00	30.00
D	Mathematics		20.00	30.00	30.00	30.00
E	Fine Arts		10.00	10.00	10.00	10.00
F	Practical Arts		10.00	10.00	10.00	10.00
G	Science/Life		10.00	10.00	10.00	10.00
H	Science/Physical		10.00	10.00	10.00	10.00
I	Health & Career Ed		5.00	5.00	5.00	5.00
J	Computer Science		0.00	0.00	10.00	10.00
Z	Electives		55.00	55.00	45.00	45.00
*			0.00	0.00	0.00	0.00

Different Grad Tracks can also be ranked together but must be defined in the **COD** table. To define the Grad Tracks to be ranked together a value must be added in the **Amount** field. For example below, Code A and C contain a **1.00** in the **Amount** field. Any student assigned with a graduation track of A or C will be ranked together.

Graduation tracks can also be defined to be excluded from any class rank/size computation by adding a value of **99.00** in the **Amount** field. For example, any student assigned with the graduation track of F will not be included in the calculation of a class rank.

Code	Description	Amount
	Default	0.00
A	Advanced Honor	1.00
C	College Prep	1.00
F	Foreign Exchange	99.00
*		0.00

Code	Count
C	11
F	11

After Grad Tracks have been setup students can be assigned different graduation tracks from the **Graduation Requirements (REQ)** form. To assign a student to a particular **Grad Track** click the mouse on the **GradTrk** field drop down. All **Grad Track** codes setup from the **Update Requirements Table** form will display. Click the mouse on the **Grad Track** selected and the code will display in the field.

Subject Area	Reqd	Courses Completed	Credit	Courses Enrolled	Credit Needed	Grad Status	Default
English	40.00	Hon Eng 10 CP	10.00	0.00	30.00	C	College Prep
	30.00	Hon Eng 9 CP	10.00	0.00	20.00	F	Foreign Exchange
	20.00	IB Eng HL 1	10.00	0.00	10.00		

In the example above **Grad Track F** was selected which was setup in the **COD** table with a **99.00** in the **Amount** field. This student will **NOT** be included in the calculation of any class rank and **N/A** will display in these fields.

Credit Att/ Cmpl	242.50	242.50
Class Rank/Size	N/A	of N/A

GRADUATION STATUS SETUP AND PRINT

The **Graduation Status Setup and Print** form allows you to generate a graduation status report for specific students or select students. The form also allows you to generate Status Letters to be printed to inform parents about a student's graduation status.

Print Student Graduation Status Reports

Enter Student Numbers to Print

Student #	Student Name
1	Abbott, Allan J
*	0

Print grad checks for...

- All students, by grade, alphabetically
- 9th grade only, alphabetically
- 10th grade only, alphabetically
- 11th grade only, alphabetically
- 12th grade only, alphabetically
- All students alphabetically

Sort Grad Report by Period/Teacher

Add Access Query condition

Note: You may also use Query Skip/Keep to select students for printing.

Preview the output on my monitor Print output directly on the printer

After the students to be printed are selected either for a single student or students from a particular grade the report can be generated by clicking the mouse on the **Print Report** button.

Screaming Eagle High School						1/19/2012	
2011-2012		HIGH SCHOOL GRADUATION STATUS REPORT				Page 1	
STU#: 0001	Student Name: Abbott, Allan			Grade: 12	Sex: M	Grad Track: F	
Subject Area	Credit Required	Courses Completed	Completed Credit	Currently Enrolled	Enrolled Credit	Credit Still Required	
English	40.00	Hon Eng 10 CP	10.00				
		Hon Eng 9 CP	10.00				
		IB Eng HL 1	10.00				
		IB Eng HL2	5.00				
				IB Eng HL2	5.00	0.00	

The **Check Letter Text** form allows you to create individual letters to inform parents about a student's graduation status. This form allows you to write or edit a grad status letter to parents, with query capabilities that will then produce an individualized letter with student's name, grad status details, etc.

After the letter has been created **Print Letters** can be selected and letters can be generated.

January 19, 2012

RE: Allan Abbott
5647 Elm St
Eagle rock, CA. 99998

Dear [PG]:

As the end of the school year nears, we have reviewed your child's graduation requirements for the Eaglepoint Unified School District. In order to ensure that [FN] is on target for graduation, enclosed is his graduation status. Please note the credits still required column and that a deficiency may be in the process of being completed. Your review of your child's graduation status is vital to ensure his/her success. Please remember that failure to correct a deficiency could place your student's ability to graduate in jeopardy.

Subject Area	Credit Required	Completed Credit	Enrolled Credit	Credit Still Required
English	40.00	35.00	5.00	0.00
Physical Education	30.00	30.00	0.00	0.00
Social Science	30.00	30.00	0.00	0.00
Mathematics	20.00	20.00	0.00	0.00

COLLEGE

The **College Entrance** form summarizes UC and CSU eligibility for each student. When a student meets either UC or CSU requirements a green bar will display indicating what has been completed. There are also **Test Tabs** that allow you to enter or view student test scores as well as print a report.

To print the **Student College Entrance Requirements** report with the UC and CSU eligibility status for the student displayed, click the mouse on the **Print** button. To print for all students the report can be selected from **View all Reports** which will also allow a query condition for example for grade 12.

Screaming Eagle High School										1/19/2012		
2011-2012 Student College Entrance Requirements Status										Page 1		
STU#	Student Name	Sex	Grd	University of California				California State University				
				Required	Complete	Current	Needed	Required	Complete	Current	Needed	
000001	Abbott, Allan	M	12	A-History/Social Science	20	20	0	0	20	20	0	0
				B-English	40	35	5	0	40	35	5	0
				C-Mathematics	30	30	0	0	30	30	0	0
				D-Laboratory Science	20	20	0	0	20	20	0	0
				E-Foreign Language	20	20	0	0	20	20	0	0
				F-Visual/Performing Arts	10	10	0	0	10	10	0	0
				G-College Prep Electives	10	65	30	0	10	60	25	0
				Preliminary Academic GPA	3.91			Preliminary Academic GPA			3.90	
				Meets UC Entrance Requirements				Meets CSU Entrance Requirements				

The **Print CSU Eligibility Report** and the **Print UC Eligibility Report** buttons are also available in the left corner of this form and can be generated by clicking the mouse on the **Print Report** button.

Both reports provide the option to print information for specific student(s) or all students. These report will then print the student's courses, grades, CSU or UC GPA, test scores, etc., and qualification status. A student can then use these printouts to assist him or her with filling out the CSU and UC applications. The following is an example of the **UC Eligibility Report**.

Screaming Eagle High School							5/10/2011
2010-2011 University of California Eligibility Report							Page 1
STU#	Perm ID	Last Name	First Name	Sex	Grade	State Student ID:	
1	99400001	Abbott	Allan	M	12	1234567890	
Grade	Academic Subjects	Crs ID	Course Title	Grd 1	Grd 2	Grd 3	Grd 4
9	History/Soc.Sci.	0725	Hon World Hst	A	A		
9	English	0314	Hon Eng 9 CP	B+	B+		
9	Mathematics	0639	Hon Adv Alg	A-	A-		
9	Lab Science	0677	HonChem Pre IB	B	A-		
9	Foreign Language	0416	Spanish I	A	A		
9	Visual and Perf Arts	0017	Beg Dance	A-	A		
10	English	0315	Hon Eng 10 CP	A	A		
10	Mathematics	0624	Hon Geo/Tra CP	A-	A		
10	Lab Science	0666	Honors Biology	B	B-		
10	Foreign Language	0417	Spanish II	A+	A+		
10	Visual and Perf Arts	0018	Inter Dance	A	A		
11	History/Soc.Sci.	0703	Ap Us History	(H) A-	A-		
11	English	0316	IB Eng HL 1	(H) A	A-		
11	Mathematics	0630	AP Calculus AB	(H) C+	C+		
11	Lab Science	0696	Chem IB SL	C	C		
11	Foreign Language	0426	IB Span HL 1	(H) A-	A		
11	Visual and Perf Arts	0018	Inter Dance	A+	A-		
12	History/Soc.Sci.	0726	IBHstAm2/HEcCv	(H) A-	B		
12	History/Soc.Sci.	0726	*IBHstAm2/HEcCv	(H)			
12	English	0317	IB Eng HL2	(H) A	A		
12	English	0317	*IB Eng HL2	(H)			
12	Mathematics	0642	IB Math Studies	A	A		
12	Mathematics	0642	*IB Math Studies				
12	Lab Science	0698	*IB Biology SL				
12	Lab Science	0698	IB Biology SL	A			
12	Foreign Language	0427	IB Span HL 2	A-	A		
12	Foreign Language	0427	*IB Span HL 2				
12	CP Electives	0775	IB TheoryKnow	(H) A-	A-		

Grade	Points
A	130.000 x4 520.000
B	15.000 x3 45.000
C	25.000 x2 50.000
D	0.000 x1 0.000
F	0.000 x0 0.000
Total:	170.000 615.000
Completed Honors 10-11	40.000
Total Points	655.000
Total Points \ Total Grades	655.000 170.000
= Preliminary GPA	3.853

SAT Reasoning Test		
Date	Crit Rdnj	Math
11/2009	0	750
	Writing	Total Score
	0	750

SAT Subject Tests		
Date	Writing	Math
10/2009	720	690
10/2009	Literature	660
10/2009	Math Level I C	660

	Req	Cmp	Cur	Need
A-Hist	20	20	0	0
B-English	40	40	0	0
C-Math	30	30	0	0
D-LabSci	20	20	0	0
E-ForLng	20	20	0	0
F-Arts	10	10	0	0
G-CP Elec	10	80	15	0

(H) - Honors Course * - Work in Progress (V) - Validated Course (#) - # of Years Validated

Minimum 3.0 GPA: Yes - 3.8529

11 Year Long Classes Complete by End of 11th Grade: Yes

A-G Subject Areas Completed: Yes, if current classes are passed with a C or better.

The following is an example of the **CSU Eligibility Report**.

Screaming Eagle High School							5/10/2011
2010-2011 California State University Eligibility Report							Page 1
STU#	Perm ID	Last Name	First Name	Sex	Grade	State Student ID:	
1	99400001	Abbott	Allan	M	12	1234567890	
Academic Subjects	Grade	Crs ID	Course Title	Fall	Spring	Summer 1 & 2	
History/Soc.Sci.	9	0725	Hon World Hst		A		
	9	0725	Hon World Hst	A			
	11	0703	Ap Us History	A-			
	11	0703	Ap Us History		A-		
				Total Number of Grades		4	
English	9	0314	Hon Eng 9 CP		B+		
	9	0314	Hon Eng 9 CP	B+			
	10	0315	Hon Eng 10 CP		A		
	10	0315	Hon Eng 10 CP	A			
	11	0316	IB Eng HL 1	(H) A			
	11	0316	IB Eng HL 1	(H)	A-		
	12	0317	*IB Eng HL2	(H)			
	12	0317	IB Eng HL2	(H)	A		

Grade	Points
A	130.000 x4 520.000
B	15.000 x3 45.000
C	25.000 x2 50.000
D	0.000 x1 0.000
F	0.000 x0 0.000
Total:	170.000 615.000
Completed Honors 10-11	40.000
Total Points	655.000
Total Points \ Total Grades	655.000 170.000
= Preliminary GPA	3.853