Graduation Requirements

The Graduation Requirements feature allows administrators to set graduation criteria for a student cohort by defining graduation subjects, setting up graduation programs, and assigning students to a specific graduation program. Multiple graduation programs can be defined for individual schools, as well as for individual student cohorts, or created for any school to use. Administrators and counselors can track student progress to ensure they are meeting the requirements to graduate using the <u>Graduation Requirements Report</u>.

Setting Up Graduation Subjects

The district will first set up all the graduation subjects. Once the graduation subjects are set up, they can be assigned to courses in the <u>Course Catalog</u> or <u>Courses & Sections</u>.

1. From the **Grades** menu, click **Graduation Requirements** under the Setup submenu.

🝰 Users	Teacher Gradebook Usage
Scheduling	Graduation Requirements Report
📈 Grades	Setup
	Calculate GPA
Assessment	Pull Grades for Report Cards
of Attendance	Average Pass/Fail Grades
Discipline	Grading Scales & Comments
	Graduation Requirements
E Forms	Progression Plan
🧼 Billing	Honor Roll Setup

2. Click the Graduation Subjects tab.

F	F Select Student/Staff Graduation Requirements						
<i>}</i>	Graduation Subjects Graduation Programs and Requirements District Graduation Programs and Requirements 43 Subjects						
\$		Sort Order	Title	Short Name	Mir		
۲	-	1	Mathematics		-		
A*	-	2	Foreign Language		-		
*	-	3	Language Arts		-		
-	-	-	Integrated Science				
9	-	90	Algebra 1	<u>A1</u>	-		

Existing graduation subjects that have already been set up are listed. New graduation subjects can be added at the bottom of the list. For public schools, each state designates the graduation subjects.

Graduation Subjects Graduation Programs and Requirements District Graduation Programs and Requirements							Save	
43	43 Subjects 🙀							
	Sort Order	Title	Short Name	Min School Year	Max School Year	AHS Subject		
-	1	Mathematics		-		N/A	~	
-	2	Foreign Language		-	-	N/A	~	
-	3	Language Arts		-		N/A	~	
-	-	Integrated Science		-	. <u></u>	N/A	~	
-	90	Algebra 1	A1	-		N/A	~	
-	200	Algebra 2	A2	-	<u></u>	N/A	~	
-	200	Algebra 2	A2_MA	-	-	N/A	~	
-	70	American Government	AG	-	<u></u>	N/A	~	
-	60	US History	AH	-		N/A	~	
-	290	Academic Skills	AS	-	<u></u>	N/A	~	
-	110	Biology	BI	-	-	N/A	~	
-	270	Computer Education valid until 9192	CE	-	-	N/A	~	
-	310	Computer Skills	CS	-		N/A	~	

3. To add a new subject, scroll down to the blank row next to the plus sign.

43	43 Subjects 📑							
	Sort Order	Title	Short Name	Min School Year	Max School Year	AHS Subject		
-	360	No Credit	NC	-	-	N/A ~		
-	140	Practical Arts	PA	-		N/A ~		
-	150	Physical Education	PE	-	-	N/A ~		
-	160	Норе	PE_CP	-		N/A ~		
-	130	Approved Practical/ Performing Fine Arts	PF	-		N/A ~		
-	330	Personal Home Living Skills	PH	-		N/A ~		
-	30	Science	SC	-	-	N/A ~		
-	340	Social Living Skills	SL	-		N/A ~		
-	280	Social Studies Electives	SS	-	-	N/A ~		
-	380	Test Subject Area	TS	-		N/A ~		
-	170	Vocational	VO	-		N/A ~		
-	50	World History	WH		-	N/A ~		
+						N/A ~		

4. Enter the **Sort Order**. The sort order determines the order the graduation subject appears on this screen, the order in which subjects display within a graduation program, and the order in which requirements display in a progression plan. The sort order is also used when creating student schedules. Courses in a graduation subject with a lower sort order (e.g. sort order of 1) have a higher priority over courses in a graduation subject of a higher sort order (e.g. sort order of 10). Required subjects should have a lower number entered for the sort order so that they have a higher priority than electives.

5. Enter the **Title** for the graduation subject.

6. Enter the **Short Name**. The first two digits of the short name are used in state reporting. Focus allows short names that are longer than two digits, but only the first two digits are reported to the state. This is useful if you want to split a subject area, for example HOPE and traditional Physical Education. In the example below, both of the short names start with PE, but HOPE has an underscore and CP added to the short name. This allows you to separate HOPE and traditional Physical Education when associating courses with these subjects and when setting requirements, but both HOPE and Physical Education are reported to the state using PE.

	Sort Order	Title	Short Name	Min School Year	Max School Year
-	150	Physical Education	PE		
-	160	Норе	PE_CP		

7. You also have the option to set a **Min School Year** and a **Max School Year** for specific subjects. Setting a Min and Max year determine the years the subject is active.

	Sort Order	Title	Short Name	Min School Year	Max School Year
-	340	Social Living Skills	SL		
-	350	Keyboarding Skills	КВ		
-	360	No Credit	NC		
-	370	Equally Rigorous course that counts for Science credits	EQ		
-		Integrated Science			
+	11	World Langauages	FL	2004	2018

8. If the selected school is post secondary school, you can select the **AHS Subject** from the pulldown to determine the Adult High School Program Type applies to the graduation subject.

	Graduation Subjects Graduation Programs and Requirements District Graduation Programs and Requirements 43 Subjects							Sa
		Sort Order	Title	Short Name	Min School Year	Max School Year	AHS Subject	
	-	360	No Credit	NC	-	-	N/A	~
	-	140	Practical Arts	PA	-	-	N/A	~
	-	150	Physical Education	PE	÷	-	N/A	~
	-	160	Норе	PE_CP		<u></u>	N/A	~
	-	130	Approved Practical/ Performing Fine Arts	PF	<u> </u>	-	N/A	~
	-	330	Personal Home Living Skills	PH	-	-	N/A	~
	-	30	Science	SC		-	N/A	~
	-	340	Social Living Skills	SL		-	N/A	~
-	-	280	Social Studies Electives	SS		-	N/A	~
	-	380	Test Subject Area	TS	-	.=.	N/A	~
_	-	170	Vocational	VO		-	N/A	~
	-	50	World History	WH	. .		N/A	~
_	+	11	World Languages	FL	2004	2024	Language	~

9. When finished, click Save. The new subject is added to the list.

			Colort Student/Staff = Croductio	- Doguiyomonto		Liz	zette Garcia	Adult Education - 910)3 ▼ SIS
Г	Select Student/Staff V Graduation Requirements Admin V 2022-2023 V Term D V								n D 🔻 ERP
P		Graduation	Subjects Graduation Programs and Requirements	District Graduation Programs a	nd Requirements				Save
ŝ	43	Subjects	ì					Search	252 252
\$		Sort Order	Title	Short Name	Min School Year	Max School Yea	ar AHS Subj	ect	
١	-	360	No Credit	NC	-	-	N/A		~
A*	-	140	Practical Arts	PA	-		N/A		~
*	-	150	Physical Education	PE	÷		N/A		~
4	-	160	Норе	PE_CP	-	-	N/A		~
9	-	130	Approved Practical/ Performing Fine Arts	PF	-	. <u>.</u> .	N/A		~
=	-	330	Personal Home Living Skills	PH	-	.=.	N/A		~
	-	30	Science	SC	<u>-</u>		N/A		~
Ø	-	340	Social Living Skills	SL	-		N/A		~
	-	280	Social Studies Electives	SS			N/A		~
7	-	380	Test Subject Area	TS	-		N/A		~
,	-	170	Vocational	VO		-	N/A		~
1	-	50	World History	WH	-		N/A		~
	+	11	World Languages	FL	2004	2024	Language	9	~

10. Existing graduation subjects can be edited by clicking any fields underlined in blue. Once changes are made, be sure to click **Save** before navigating away from the screen.

	Sort Order	Title	Short Name
-	110	Biology	BI
-	120	World Languages	FL
-	130	Approved Practical/ Performing Fine Arts	PF

11. To delete a graduation subject, click the **delete** button (black minus sign) to the left of the row.

	Sort Order	Title	Short Name
-	<u>110</u>	Biology	BI
-	120	World Languages	FL
-	130	Approved Practical/ Performing Fine Arts	PF
-	140	Practical Arts	PA

It is not recommended to delete a graduation subject. Instead, set the Min and Max School Year as described in step 8 to make the subject inactive.

a. In the confirmation screen, click **Delete** to delete the subject or **Cancel** to go back to all listed subjects without deleting.

Are you sure you wa	nt to delete that subject?
Delete	Cancel

11. Once graduation subjects are set up, the Graduation Subject Area/Graduation Requirements Subject can be assigned to courses via the <u>Course Catalog</u> or <u>Courses & Sections</u>.

Setting Up Graduation Programs

Administrators will set up graduation programs and assign graduation subjects to each program. Graduation programs define how many credits students in a program will need in order to graduate for each graduation subject assigned to the program. Multiple graduation programs can be defined for individual schools. Graduation programs are assigned to students in their enrollment record.

1. From the Grades menu, click Graduation	Requirements under the Setup submenu.
---	--

🝰 Users	Teacher Gradebook Usage
Scheduling	Graduation Requirements Report
Creates	Setup
🧩 Grades	Calculate GPA
💉 Assessment	Pull Grades for Report Cards
dttendance	Average Pass/Fail Grades
- Dissipling	Grading Scales & Comments
9 Discipline	Graduation Requirements
Forms	Progression Plan
🧼 Billing	Honor Roll Setup

2. Click the Graduation Programs and Requirements tab.

F	Select St Writers02	tude	nt/S	Staff v Graduation	ו R	equirements
J ^{es}	Graduation Subjects Gradua	ation	Pro	grams and Requirements	Distr	rict Graduation Program
 	Search	x		Complete Program 11 10	09	08 07 06
•	CL 18 Credit College Prep			Title		Туре
A [₽]	CP 18 Credit College/Career Prep					
**	CR 18 Credit Career Prep		+			Grad Subject
~	L1 Special Diploma					
	L3 Special Diploma Based on Employment					
9	18 Accel					
	24 Credit					
	L2 (99-06) Special Diploma					

Any existing graduation programs are displayed, each represented by a tab. The graduation subjects and number of credits for each subject are listed within the tab.

		Ident	/Staff v Graduation	Poquiromonto		Lizette Garcia	Adult Education	- 9103	▼ SIS
T١	sWriters02	uenu	Graduation	Requirements		Admin 🔻	2022-2023 🔻	Term D	ERP
Þ	Graduation Subjects Graduati	ion Pr	ograms and Requirements	District Graduation Programs and Re	quirements				Save
 	Search		Complete Program 11 10	09 08 07 06					
٩	CL 18 Credit College Prep CP 18 Credit		Title	Туре	Credits	Grad Subje	ect		
**	College/Career Prep CR 18 Credit Career Prep		- English	Grad Subject	4.00	English			
	L1 Special Diploma L3 Special Diploma Based		- Math	Grad Subject	2.00	Math			
4	on Employment 18 Accel		- <u>Science</u>	Grad Subject	3.00	Science			
=	24 Credit L2 (99-06) Special Diploma		- World History	Grad Subject	1.00	World Histo	ory		
	(Mod Dis) ST (86-99) State Diploma		- US History	Grad Subject	1.00	US History			
<i>S</i>	ST (00-02) State Diploma ST (03-06) State Diploma		- American Government	Grad Subject	0.50	American G	Government		
7	FL (00) Florida Grad Plan FL (01) Florida Grad Plan		- Economics	Grad Subject	0.50	Economics			
8	FL (02) Florida Grad Plan		- Algebra 1	Grad Subject	1.00	Algebra 1			
1	FL (03-06) Florida Grad Plan		- Goometry	Grad Subject	1.00	Geometry			
Q				🖨 Print 🔻			e	Help	🗐 Logout

3. To add a new graduation program, click the plus sign (+), located at the end of the listed programs.

Search	Complete Program 11 10 09 08	07 06				
FL (00) Florida Grad Plan	Title	Туре	Credits			
FL (01) Florida Grad Plan						
FL (02) Florida Grad Plan	- English	Grad Subject	4.00			
FL (03-06) Florida Grad Plan	- Math	Grad Subject	2.00			
DS (02) District Grad Plan						
DS (03-06) District Grad Plan	- Science	Grad Subject	3.00			
L2 (07+) Special Diploma (Mod Dis)	- World History	Grad Subject	1.00			
25 Credit	- US History	Grad Subject	1.00			
27 Credit						
28 Credit	- American Government	Grad Subject	0.50			
29 Credit						
30 Credit	- Economics	Grad Subject	0.50			
26 (02-13) Credit						
26 (14+) Credit	 Algebra 1 	Grad Subject	1.00			

Any existing graduation programs are listed in the table with the Program Title, Sort Order, Short Name, Default, Weight by Credits, Min School Year, Max School Year, Hide Merit Designation Requirements, Hide School Designation Requirements, Hide Biliteracy Seal Requirements, and Hide Header.

	Program Title	Sort Order	Short Name	Default	Weight by Credits	Min School Year	Max School Year	Hide Merit Designation Requirements	Hide Sch Designat Requiren
-	18 Accel		18	No	Yes			No	No
-	24 Credit		24	Yes	Yes			No	No
-	25 Credit		25	No	Yes			No	No
-	26 (02-13) Credit		26	No	Yes			No	No
-	26 (14+) Credit		26B	No	Yes			No	No
-	27 Credit		27	No	Yes			No	No
-	28 Credit		28	No	Yes			No	No
-	29 Credit		29	No	Yes			No	No
-	30 Credit		30	No	Yes			No	No

If a post secondary school is selected, the CTE column displays as well.

Short Name	Default	Weight by Credits	Min School Year	Max School Year	Hide Merit Designation Requirements	Hide Scholar Designation Requirements	Hide Biliteracy Seal Requirements	Hide Header	СТЕ
CL	No	Yes			No	No	No	No	
СР	No	Yes			No	No	No	No	No
CR	No	Yes			No	No	No	No	No
<u>L1</u>	No	Yes			No	No	No	No	No
L3	No	Yes			No	No	No	No	No
18	No	Yes			No	No	No	No	No

4. To add a new program, scroll down to the blank row next to the black plus sign.

Program Title	Sort Order	Short Name	Default	Weight by Credits	Min School Year	Max School Year	Hide Merit Designation Requirements	Hide Scho Designati Requirem
 L2 (07+) Special Diploma (Mod Dis) 		L22	NO	Yes			NO	NO
25 Credit		25	No	Yes			No	No
27 Credit		27	No	Yes			No	No
- 28 Credit		28	No	Yes			No	No
29 Credit		29	No	Yes			No	No
- 30 Credit		30	No	Yes			No	No
26 (02-13) Credit		26	No	Yes			No	No
- 26 (14+) Credit		26B	No	Yes			No	No
- 24 Credit Access		24 Access	No	Yes			No	No

5. Enter the **Program Title, Sort Order,** and **Short Name.** The sort order determines the order in which the graduation programs appear.

	Program Title	Sort Order	Short Name	Default	Weight by Credits	Min School Year	Max School Year	Hide Merit Designation Requirements	Hide Scho Designatio Requirem
-	FL (02) FIORIDa Grad Plan		FL3	NO	Yes			NO	NO
-	FL (03-06) Florida Grad Plan		FL4	No	Yes			No	No
-	L1 Special Diploma		<u>L1</u>	No	Yes			No	No
-	L2 (07+) Special Diploma (Mod Dis)		L22	No	Yes			No	No
-	L2 (99-06) Special Diploma (Mod Dis)		L2	No	Yes			No	No
-	L3 Special Diploma Based on Employment		L3	No	Yes			No	No
-	ST (00-02) State Diploma		ST2	No	Yes			No	No
-	ST (03-06) State Diploma		ST3	No	Yes			No	No
-	ST (86-99) State Diploma		ST	No	Yes			No	No
+	25 Credit	27	25						

6. Select the **Default** check box to automatically assign the graduation program to a student when the student enrolls. Setting a program as the default will not change the program for existing students who already have a program assigned.

7. Select the **Weight by Credits** check box to determine if the program will be weighed by credits when running the <u>Graduation Requirements Report</u>.

When the check box is left cleared, the enrolled courses will display as 1 credit.

When the check box is selected, the enrolled course will look to course_weight_credits or credits in master_courses.

The check box can also be applied to Middle Schools. When the check box is selected, the enrolled middle school courses will display as 1.

8. You also have the option to set a **Min School Year** and a **Max School Year** for specific programs. Setting a Min and Max year determine the years the program is active.

Short Name	Default	Weight by Credits	Min School Year	Max School Year	СТЕ
DS	No	Yes			No
DS2	No	Yes			No
FL	No	Yes			No
FL2	No	Yes			No
FL3	No	Yes			No
FL4	No	Yes			No
L1	No	Yes			No
L22	No	Yes			No
L2	No	Yes			No
L3	No	Yes			No
ST2	No	Yes			No
ST3	No	Yes			No
ST	No	Yes			No
CL			2018		

9. Select the **Hide Merit Designation Requirements** check box to hide these requirements from the <u>Promotion Requirements Report</u> as they requirements do not apply to middle schools, or from the Graduation Requirements Report, if needed.

10. Select the **Hide School Designation Requirements** check box to hide these requirements from the <u>Promotion Requirements Report</u> as they requirements do not apply to middle schools, or from the Graduation Requirements Report, if needed.

11. Select the **Hide Biliteracy Seal Requirements** check box to hide these requirements from the <u>Promotion Requirements Report</u> as they requirements do not apply to middle schools, or from the Graduation Requirements Report, if needed.

The Merit Designation Requirements, Scholar Designation Requirements, and Biliteracy Seal Requirements are Florida specific fields.

12. Select the **Hide Header** check box to remove the header including GPAs, credits, and testing information from the <u>Graduation Requirements Report</u>.

13. If a post secondary school, select the **CTE** check box to determine if the program is applicable to CTE.

Short Name	Default	Weight by Credits	Min School Year	Max School Year	СТЕ
DS	No	Yes			No
DS2	No	Yes			No
FL	No	Yes			No
FL2	No	Yes			No
FL3	No	Yes			No
FL4	No	Yes			No
L1	No	Yes			No
L22	No	Yes			No
L2	No	Yes			No
L3	No	Yes			No
ST2	No	Yes			No
ST3	No	Yes			No
ST	No	Yes			No
CL			2018		

14. Click Save.

	Lizette Garcia	Focus Hig	ah Scho	ol - 004	1	▼	SIS
	Admin 🔻	2022-202	23 🔻	4th 9 V	Veeks	•	ERP
							Save
Min School Year	Max School Ye	ar	Hide M Design Requir		Hide S Desig Requi	natio	
			No		No		
			No		No		
			No		No		

15. Once saved, a tab will display for the new graduation program. Now, you will add the graduation subjects and number of credits that are required to the program. See <u>Setting Up</u> <u>Graduation Requirements</u> for more information.

Setting Up Graduation Requirements

Administrators will set up graduation programs and assign graduation subjects to each program. Graduation programs define how many credits students in a program will need in order to graduate for each graduation subject assigned to the program. Multiple graduation programs can be defined for individual schools. Graduation programs are assigned to students in their enrollment record.

1. From the **Grades** menu, click **Graduation Requirements** under the Setup submenu.

æ	Users	Teacher Gradebook Usage
٩	Scheduling	Graduation Requirements Report
A.	Grades	Setup Calculate GPA
*	Assessment	Pull Grades for Report Cards
4	Attendance	Average Pass/Fail Grades
9	Discipline	Grading Scales & Comments
==	Forms	Graduation Requirements Progression Plan
	Billing	Honor Roll Setup

2. Click the Graduation Programs and Requirements tab.

F	Select S Writers02	stude	nt/S	Staff Graduation	Requirements
P	Graduation Subjects Gradu	ation	Pro	grams and Requirements	istrict Graduation Program
	Search	x		Complete Program 11 10	09 08 07 06
•	CL 18 Credit College Prep			Title	Туре
A [₽]	CP 18 Credit College/Career Prep				
	CR 18 Credit Career Prep		+		Grad Subject
**	L1 Special Diploma				
	L3 Special Diploma Based on Employment				
9	18 Accel 24 Credit				
	L2 (99-06) Special Diploma				

Any existing graduation programs are displayed, each represented by a tab. The graduation subjects and number of credits for each subject are listed within the tab.

3. Click the Program to which requirements need to be added.

- 1	Writers02 Select Student/Staff ▼ Graduation Requirements Admin ▼ 2022-2023 ▼ Term D ▼ El									
	s s s s s s s s s s s s s s s s s s s									
	Graduation Subjects Graduati	tion Pr	ograms and Requirements	District Graduation Programs and	Requirements		S			
	Search		Complete Program 11 10	09 08 07 06						
	CL 18 Credit College Prep									
_	CP 18 Credit		Title	Туре	Credits	Grad Subject				
	College/Career Prep CR 18 Credit Career Prep		- English	Grad Subject	4.00	English				
	L1 Special Diploma					······································	_			
	L3 Special Diploma Based		- Math	Grad Subject	2.00	Math				
_	on Employment		- Science	Grad Subject	3.00	Science				
	18 Accel 24 Credit									
	L2 (99-06) Special Diploma		 World History 	Grad Subject	1.00	World History				
	(Mod Dis)			0						
	ST (86-99) State Diploma		 US History 	Grad Subject	1.00	US History				
-	ST (00-02) State Diploma		- American Government	Grad Subject	0.50	American Government				
	ST (03-06) State Diploma FL (00) Florida Grad Plan									
	FL (01) Florida Grad Plan		 Economics 	Grad Subject	0.50	Economics				
	FL (02) Florida Grad Plan		- Algebra 1	Grad Subject	1.00	Algebra 1				
	FL (03-06) Florida Grad									
	Plan		- Goomotor	Grad Subject	1.00	Geometry				

Clicking the graduation program lists all graduation requirements including the Title, Type, Credits, Grad Subject, Courses, Assessment, SQL, Sort Order, and Credits.

Search	(Complete Program 11 10 09 08 07 06								
CL 18 Credit College Prep		Title	Ture	Credits	Oread Buckland	Co				
CP 18 Credit College/Career Prep		Title	Туре	Credits	Grad Subject	Co				
CR 18 Credit Career Prep	-	English	Grad Subject	4.00	English					
L1 Special Diploma	-	Math	Grad Subject	2.00	Math					
L3 Special Diploma Based on Employment		Maul	Glad Subject	2.00	IVIGUI					
18 Accel	-	Science	Grad Subject	3.00	Science					
24 Credit	-	World History	Grad Subject	1.00	World History					
L2 (99-06) Special Diploma (Mod Dis)	-	world History	Grad Subject	1.00	Wohu History					
ST (86-99) State Diploma	-	US History	Grad Subject	1.00	US History					
ST (00-02) State Diploma	-	American Government	Ored Cubicat	0.50	American Government					
ST (03-06) State Diploma	-	American Government	Grad Subject	0.50	American Government					
FL (00) Florida Grad Plan	-	Economics	Grad Subject	0.50	Economics					
FL (01) Florida Grad Plan										
FL (02) Florida Grad Plan	-	Algebra 1	Grad Subject	1.00	Algebra 1					
FL (03-06) Florida Grad Plan										
DS (02) District Grad Plan	-	Geometry	Grad Subject	1.00	Geometry					
DS (03-06) District Grad Plan										
2 (07+) Special Diploma	-	Biology	Grad Subject	1.00	Biology					

You can designate the credit requirements per year that students would be expected to complete while working towards the fulfillment of requirements in their assigned graduation program. This allows school users and parents/students to actively monitor a students progress toward meeting the benchmarks associated with each year of the students' attendance in school.

4a. To add and/or view requirements by a specific grade level, click the applicable grade level, such as 11.

	Select Student/Staff V Graduation Requirements											
	Select Student/Stair V Graduation Requirements Admin V 2022-2023 V 4th 9 Weeks V ERP											
Þ	Graduation Subjects Graduation Programs and Requirements District Graduation Programs and Requirements Save											
≜ ቆ												
۲	CL 18 Credit College Prep		Title	Туре	Credits	Grad Subject				Courses	5	
A*	CP 18 Credit College/Career Prep										_	
-	CR 18 Credit Career Prep	-	English	Grad Subject	4.00	English						
	L1 Special Diploma	_	Math	Grad Subject	3.00	Mathematics						
-	L3 Special Diploma Based on		IVICIU I		5.00	Mathematics						
9	Employment 18 Accel	+		Grad Subject ~								
	24 Credit											
	L2 (99-06) Special Diploma				- Delete this pro	gram						
	(Mod Dis)											
	ST (86-99) State Diploma											

4b. To add and/or view requirements in order to complete the program, click **Complete Program**.

Graduation Subjects Graduation Programs and Requirements District Graduation Programs and Requirements									
Search		Complete Program 11 10 09 08 0	7 06						
CL 18 Credit College Prep		Title	Tuno	Credits	Grad Subject				
CP 18 Credit College/Career Prep		The	Туре	Credits	Grad Subject				
CR 18 Credit Career Prep	-	English	Grad Subject	4.00	English				
L1 Special Diploma									
L3 Special Diploma Based	-	Math	Grad Subject	4.00	Math				
on Employment 18 Accel	-	-	-	Science	Grad Subject	4.00	Science		
24 Credit									
L2 (99-06) Special Diploma	-	World History	Grad Subject	1.00	World History				
(Mod Dis) ST (86-99) State Diploma	-	US History	Grad Subject	1.00	US History				

Requirements need to be added to the Complete Program tab and to each specific grade level tab. Each grade level year will contain all requirements from the previous year; for example, you'd add English Credit 1.00 to the 9th grade tab, English 2.00 to the 10th grade tab, English 3.00 to the 11th grade tab, and English 4.00 to the Complete Program tab; the Complete Program tab represents 12th grade or graduation year.

5. To add a new graduation requirement, scroll down to the blank row next to the black plus sign.

Title	Туре	Credits	Grad Subject
World History	Grad Subject	1.00	World History
US History	Grad Subject	1.00	US History
American Government	Grad Subject	0.50	American Government
Economics	Grad Subject	0.50	Economics
Approved Practical/ Performing Fine Arts	Grad Subject	1.00	Approved Practical/ Performing Fine Arts
Hope	Grad Subject	1.00	Норе
Electives	Grad Subject	6.50	Electives
Life Management Skill	Grad Subject	0.50	Life Management Skill
 Social Studies Electives 	Grad Subject	1.00	Social Studies Electives

6. Enter the graduation subject in the **Title** text box.

7. Select the **Type** of graduation requirement from the pull-down. Options include:

Grad Subject: If selected, this allows you to select the graduation subject set up via the <u>Graduation Subjects</u> tab.

Assessment: If selected, this allows you to set one or more tests that students must pass to graduate. When multiple tests are selected on one row, students only need to pass one to complete the requirement.

Custom List of Courses: If selected, this allows you to select a list of courses that serve as a custom graduation subject.

SQL: If selected, this allows you to specify an arbitrary SQL query that return three columns, student_id, matched (true or false), and display_text (the text displayed in the report upon hovering over the check box).

Placeholder: If selected, the title of the requirement displays as a "Placeholder" descriptor without requirement criteria when an admin, parent, or student views the graduation requirements report. When this type is selected, the only editable fields become the Title and Sort Order. This will separate sections of the requirements.

-	World History	Grad Subject	1.00	World History
-	US History	Grad Subject	1.00	US History
-	American Government	Grad Subject	0.50	American Government
-	Economics	Grad Subject	0.50	Economics
-	Algebra 1	Grad Subject	1.00	Algebra 1
-	Geometry	Grad Subject	1.00	Geometry
-	Biology	Grad Subject	1.00	Biology
-	Approved Practical/ Performing Fine Arts	Grad Subject	1.00	Approved Practical/ Performing
-	Норе	Grad Subject	1.00	Норе
-	Electives	Grad Subject	7.00	Electives
-	Social Studies Electives	Grad Subject	1.00	Social Studies Electives
+		✓ Grad Subject Assessment		N/A
1	🖨 Print ▼	Custom List of Courses SQL Placeholder	, Ger Mes	ssenger 🥹 Help 🗐 Logou

8. In the **Credits** field, enter the number of required credits for the subject.

	Title	Туре	Credits	Grad Subject
•	World History	Grad Subject	1	World History
-	US History	Grad Subject	1	US History
-	American Government	Grad Subject	0.5	American Government
-	Economics	Grad Subject	0.5	Economics
-	Algebra 1	Grad Subject	1	Algebra 1
-	Geometry	Grad Subject	1	Geometry
-	Biology	Grad Subject	1	Biology
-	Approved Practical/ Performing Fine Arts	Grad Subject	1	Approved Practical/ Performing Fine Arts
-	Норе	Grad Subject	1	Норе
-	Electives	Grad Subject	7	Electives
-	Social Studies Electives	Grad Subject	1	Social Studies Electives
-	English	Assessment		
F	Math	Grad Subject 🗸	2 Ĭ	N/A

9a. If you selected Grad Subject as the Type, select the applicable **Grad Subject** from the pulldown. Note: Subjects must first be set up in the <u>Graduation Subjects</u> tab.

	Title	Туре	Credits	Grad Subject
-	World History	Grad Subject	1	World History
-	US History	Grad Subject	1	US History
-	American Government	Grad Subject	0.5	American Government
-	Economics	Grad Subject	0.5	Economics
-	Algebra 1	Grad Subject	1.	Algebra 1
-	Geometry	Grad Subject	1	Geometry
-	Biology	Grad Subject	1	Biology
-	Approved Practical/ Performing Fine Arts	Grad Subject	1	Approved Practical/ Performing Fine Arts
-	Норе	Grad Subject	1	Норе
-	Electives	Grad Subject	7	Electives
-	Social Studies Electives	Grad Subject	1	Social Studies Electives
-	English	Assessment		
	Math	Grad Subject 🗸	2	Math

9b. If you selected Assessment from the Type pull-down, select the applicable tests from the **Assessment** pull-down. This ensures that students pass one of the selected tests before earning the designated graduation subject.

	Title	Туре	Grad Subject	Courses	Assessment
	wau		Mau		
-	Science	Grad Subject	Science		
-	World History	Grad Subject	World History		
-	US History	Grad Subject	US History		
-	American Government	Grad Subject	American Government		
-	Economics	Grad Subject	Economics		
-	Algebra 1	Grad Subject	Algebra 1		
-	Geometry	Grad Subject	Geometry		
-	Biology	Grad Subject	Biology		
-	Approved Practical/ Performing Fine Arts	Grad Subject	Approved Practical/ Performing Fine Arts		
-	Hope	Grad Subject	Норе		
-	Electives	Grad Subject	Electives		
-	Social Studies Electives	Grad Subject	Social Studies Electives		
-	FSA ELA Reading	Assessment			FSA ELA - FSAE
+	Bio 1 Test	Assessment			Florida End-of-Course Assessment – Biology 1 - EB1

If you belong to California district, a **Language** pull-down displays to the Assessment column from which you can select a specific language for the test administration.

Assessment	Language	SQ
Basic Skills Assessment Program	English V	
Filter		-

9c. If you selected Custom List of Courses from the Type pull-down, select the applicable **Courses** from the pull-down. This ensures that students pass all selected courses before earning the designated graduation subject.

	Title	Туре	Grad Subject	Courses
-	English	Grad Subject	English	
-	Math	Grad Subject	Math	
-	Science	Grad Subject	Science	
-	World History	Grad Subject	World History	
-	US History	Grad Subject	US History	
-	American Government	Grad Subject	American Government	
-	Economics	Grad Subject	Economics	
-	Approved Practical/ Performing Fine Arts	Grad Subject	Approved Practical/ Performing Fine Arts	
-	Норе	Grad Subject	Норе	
-	Electives	Grad Subject	Electives	
-	Life Management Skill	Grad Subject	Life Management Skill	
-	Social Studies Electives	Grad Subject	Social Studies Electives	
+	English	Custom List of Courses ᅌ		1001310 - ENG 1, 1001340 - ENG 2, 1001370 - ENG 💙

9d. If you selected SQL from the Type pull-down, enter the customized **SQL** in the provided text box.

	Title	Туре	Grad Subject	Courses	SQL
-	Math	Grad Subject	Math		
-	Science	Grad Subject	Science		
-	World History	Grad Subject	World History		
-	US History	Grad Subject	US History		
-	American Government	Grad Subject	American Government		
-	Economics	Grad Subject	Economics		
-	Approved Practical/ Performing Fine Arts	Grad Subject	Approved Practical/ Performing Fine Arts		
-	Норе	Grad Subject	Норе		
-	Electives	Grad Subject	Electives		
-	Life Management Skill	Grad Subject	Life Management Skill		
-	Social Studies Electives	Grad Subject	Social Studies Electives		
+	English	SQL			

The SQL query entered here must correctly contain "as display_text, 'hourglass'" in order to display the hourglass for the applicable graduation program, such as

SELECT sr.student_id, 'Advanced Met' AS display_text, 'hourglass' AS matched

FROM student_report_card_grades sr, master_courses mc

WHERE sr.course_num=mc.short_name AND mc.syear=sr.syear AND sr.course_history='Y'

AND (mc.course_level IN ('3','4','5') OR mc.AP='1' OR mc.IB='1' OR mc.custom_field_2 = '1' OR COALESCE(custom_field_3,'Z') IN ('A','B','C','E'))

9e. If you selected Placeholder from the Type pull-down, the Title and Sort Order are the only required fields.

2	4 Credit						
	Title	Туре	Credits	Grad Subject	Courses	SQL	Sort Order
-	English	Grad Subject	4.00	English			10
-	Math	Grad Subject	2.00	Math			20
-	Science	Grad Subject	3.00	Science			30
-	World History	Grad Subject	1.00	World History			50
-	US History	Grad Subject	1.00	US History			60
-	American Government	Grad Subject	0.50	American Government			70
-	Economics	Grad Subject	0.50	Economics			80
-	Algebra 1	Grad Subject	1.00	Algebra 1			90
-	Geometry	Grad Subject	1.00	Geometry			100
-	Biology	Grad Subject	1.00	Biology			110
-	Approved Practical/ Performing Fine Arts	Grad Subject	1.00	Approved Practical/ Performing Fine Arts			130
-	Норе	Grad Subject	1.00	Норе			160
-	Electives	Grad Subject	7.00	Electives			190
-	Social Studies Electives	Grad Subject	1.00	Social Studies Electives			280
+		Placeholder ~					

10. The **Sort Order** text box should be left empty as it pulls from data entered via the <u>Graduation Subjects</u> tab. Note: A Sort Order must be entered if Custom List of Courses or SQL is select as the subject Type.

	Title	Туре	Grad Subject		Courses	SQL	Sort Order	Credits
-	English	Grad Subject	English				10	4.00
-	Math	Grad Subject	Math				20	4.00
-	Science	Grad Subject	Science				30	4.00
-	World History	Grad Subject	World History				50	1.00
-	US History	Grad Subject	US History				60	1.00
-	American Government	Grad Subject	American Government				70	0.50
-	Economics	Grad Subject	Economics				80	0.50
-	Approved Practical/ Performing Fine Arts	Grad Subject	Approved Practical/ Performing Fine Arts				130	1.00
-	Норе	Grad Subject	Норе				160	1.00
-	Electives	Grad Subject	Electives	Sort Order for	Grad Subject requirements must be set in the Graduation Su	bjects	tab.	6.50
-	Life Management Skill	Grad Subject	Life Management Skill				250	0.50
-	Social Studies Electives	Grad Subject	Social Studies Electives				Positive	e Integers Oni
+	English	Custom List of Courses ᅌ			1001310 - ENG 1, 1001340 - ENG 2, 1001370 - ENG 🔻		Č	

11. Click Save.

12. Continue adding graduation subjects and credits in the same manner. Be sure to click the **Save** button.

13. Graduation programs can be edited by selecting the program tab, clicking the desired field, and making the change. Click **Save** to save your changes.

Search		Complete Program 11 10 09	9 08 07 06			
CL 18 Credit College Prep						
CP 18 Credit College/Career Prep		Title	Туре	Credits	Grad Subject	Courses
CR 18 Credit Career Prep	-	Electives	Grad Subject	10.00	Electives	
1 Special Diploma	_	Academic Skills	Grad Subject	3.00	Academic Skills	
3 Special Diploma Based	-	Academic Skills	Grad Subject	3.00	Academic Skills	
on Employment	-	Employability Skills	Grad Subject	2.00	Employability Skills	
24 Credit	_	Computer Skills	Grad Subject	4.00	Computer Skills	
.2 (99-06) Special Diploma Mod Dis)		Compater Onling				
ST (86-99) State Diploma	-	Leisure Recreation Skills	Grad Subject	3.00	Leisure Recreation Skills	
ST (00-02) State Diploma	-	Personal Home Living Skills	Cred Cubicat	4.00	Demond Lines Lining Chills	
ST (03-06) State Diploma		Personal Home Living Skills	Grad Subject	4.00	Personal Home Living Skills	
L (00) Florida Grad Plan	-	Social Living Skills	Grad Subject	4.00	Social Living Skills	
L (01) Florida Grad Plan						
L (02) Florida Grad Plan	+		Grad Subject ~		V	
FL (03-06) Florida Grad Plan						
DS (02) District Grad Plan				- Delete this proc	Iram	

14. To delete a graduation subject from the program, click the **delete** button (black minus sign).

	Title	Туре	Grad Subject
-	English	Grad Subject	English
-	Math	Grad Subject	Math
-	Science	Grad Subject	Science
-	World History	Grad Subject	World History
-	US History	Grad Subject	US History
_	American Government	Grad Subject	American Government

15. To delete a graduation program, click the **Delete this program** link at the bottom of the graduation program tab.

	Title	Туре	Credits	Grad Subject	Courses
-	Electives	Grad Subject	10.00	Electives	
-	Academic Skills	Grad Subject	3.00	Academic Skills	
-	Employability Skills	Grad Subject	2.00	Employability Skills	
-	Computer Skills	Grad Subject	4.00	Computer Skills	
-	Leisure Recreation Skills	Grad Subject	3.00	Leisure Recreation Skills	
-	Personal Home Living Skills	Grad Subject	4.00	Personal Home Living Skills	
-	Social Living Skills	Grad Subject	4.00	Social Living Skills	
۰		Grad Subject ~			

a. In the confirmation screen, click **Delete** to delete the program or **Cancel** to go back to the previous screen without deleting.

Are you sure yo	ou want t	o delete that program?
	Delete	Cancel

Setting Up District Programs and Requirements

The District Programs and Requirements tab allows users to assign a program to schools. The items set up on District Graduation Programs and Requirements are available for all schools in the districts to use.

1. From the **Grades** menu, click **Graduation Requirements** under the Setup submenu.

\$	Users	Teacher Gradebook Usage				
٩	Scheduling	Graduation Requirements Report				
		Setup				
A*	Grades	Calculate GPA				
*	Assessment	Pull Grades for Report Cards				
-	Attendance	Average Pass/Fail Grades				
		Grading Scales & Comments				
4	Discipline	Graduation Requirements				
==	Forms	Progression Plan				
	Billing	Honor Roll Setup				

2. Click the District Graduation Programs and Requirements tab.

F	Select Student/Staff Graduation Requirements										
ð	Graduation Subjects Graduation	n Pro	grams and Requirements Distric	t Graduation Programs and	Requirements						
٨		_									
æ	Search		Complete Program 11 10 09	08 07 06							
	Middle School Promotion		Title	Turne	Oradita						
	18 credit Accell plan		Title	Туре	Credits						
*	CL 18 Credit College Prep		Electives	Grad Subject	10.00						
-	CP 18 Credit				10.00						
-	College/Career Prep	-	Academic Skills	Grad Subject	3.00						
	CR 18 Credit Career Prep										
4	L1 Special Diploma	-	Employability Skills	Grad Subject	2.00						
	L3 Special Diploma Based on Employment		- Computer Skills	Grad Subject	4 00						

Any existing graduation programs are displayed, each represented by a tab.

Graduation Subjects Gradua	tion Programs and Requirements	District Graduation Program	ns and Requirements	
Search	Complete Program 11	10 09 08 07 06		
Middle School Promotion	Title	Туре	Credits	Gra
18 credit Accell plan		.,,,,,	0.04.10	
CL 18 Credit College Prep	- Electives	Grad Subject	10.00	Ele
CP 18 Credit College/Career Prep				
CR 18 Credit Career Prep	 Academic Skills 	Grad Subject	3.00	Ac
L1 Special Diploma	 Employability Skills 	Grad Subject	2.00	En
.3 Special Diploma Based				
18 Accel	 Computer Skills 	Grad Subject	4.00	Co
24 Credit	 Leisure Recreation Skills 	Grad Subject	3.00	Le
L2 (99-06) Special Diploma (Mod Dis)				
ST (86-99) State Diploma	 Personal Home Living Sl 	kills Grad Subject	4.00	Pe
ST (00-02) State Diploma	 Social Living Skills 	Grad Subject	4.00	So
ST (03-06) State Diploma	Coold Living Child		4.00	
FL (00) Florida Grad Plan	+	Grad Subject	✓	
FL (01) Florida Grad Plan				
FL (02) Florida Grad Plan				
FL (03-06) Florida Grad			- Delete	this program

3. To add a new district graduation program, click the plus sign (+), located at the end of the listed programs.

Graduation Subjects Graduati	on Prog	grams and Requirements Distric	t Graduation Programs and	Requirements
Search		Complete Program 11 10 09	08 07 06	
ST (00-02) State Diploma		Title	Туре	Credits
ST (03-06) State Diploma	_		-71-	
FL (00) Florida Grad Plan	-	Electives	Grad Subject	10.00
FL (01) Florida Grad Plan				
FL (02) Florida Grad Plan	-	Academic Skills	Grad Subject	3.00
FL (03-06) Florida Grad Plan	-	Employability Skills	Grad Subject	2.00
DS (02) District Grad Plan				
DS (03-06) District Grad Plan	-	Computer Skills	Grad Subject	4.00
L2 (07+) Special Diploma (Mod Dis)	-	Leisure Recreation Skills	Grad Subject	3.00
25 Credit	_	Personal Home Living Skills	Grad Subject	4.00
27 Credit				
28 Credit	-	Social Living Skills	Grad Subject	4.00
29 Credit				
30 Credit	+		Grad Subject ~	
26 (02-13) Credit				
26 (14+) Credit				Delete this
24 Credit Access				- Delete this

Any existing graduation programs are listed in the table with the Program Title, Sort Order, Short Name, Default, Weight by Credits, Min School Year, Max School Year, Schools, Hide Merit Designation Requirements, Hide Scholar Designation Requirements, Hide Biliteracy Seal Requirements, and Hide Header.

Graduation Subjects Graduat	ion Prog	rams and Requirements District	Graduation Programs and Rec	quirements				S
Search		Program Title	Sort Order	Short Name	Default	Weight by Credits	Min School Year	Max School Year
Middle School Promotion						Credits		
18 credit Accell plan	_	18 Accel		18	No	Yes		
CL 18 Credit College Prep	-	18 ACCEI			NO	165		
CP 18 Credit College/Career Prep	-	18 credit Accell plan		18 Accell	No	Yes		
CR 18 Credit Career Prep								
L1 Special Diploma	-	24 Credit		24	Yes	Yes		
L3 Special Diploma Based on Employment	-	24 Credit Access		24 Access	No	Yes		
18 Accel								
24 Credit	-	25 Credit		25	No	Yes		
L2 (99-06) Special Diploma (Mod Dis)	_	26 (02-13) Credit		26	No	Yes		
ST (86-99) State Diploma		20 (02 10) 0100						
ST (00-02) State Diploma	_	26 (14+) Credit		26B	No	Yes		
ST (03-06) State Diploma								
FL (00) Florida Grad Plan	_	27 Credit		27	No	Yes		
FL (01) Florida Grad Plan								
FL (02) Florida Grad Plan	_	28 Credit		28	No	Yes		
FL (03-06) Florida Grad Plan			L		110			L
DS (02) District Grad Plan	-	29 Credit		29	No	Yes		

If a post secondary school is selected, the **CTE** column displays as well.

	Requirements District Grad	duation Programs and Requirements					Sav
ol Year	Max School Year	Schools	Hide Merit Designation Requirements	Hide Scholar Designation Requirements	Hide Biliteracy Seal Requirements	Hide Header	ст
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars V	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars 🔻	No	No	No	No	
		Garcia High School - 0131, Hagrid School - 0111, Ho	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars 🔻	No	No	No	No	

4. To add a new program, scroll down to the blank row next to the black plus sign.

	Program Title	Sort Order	Short Name	Default	Weight by Credits	Min School Year	Max School Year
-	FL (03-06) Florida Grad Plan		FL4	No	Yes		
-	L1 Special Diploma		<u>L1</u>	No	Yes		
-	L2 (07+) Special Diploma (Mod Dis)		L22	No	Yes		
-	L2 (99-06) Special Diploma (Mod Dis)		L2	No	Yes		
-	L3 Special Diploma Based on Employment		L3	No	Yes		
-	Middle School Promotion		MSP	Yes	Yes		
-	ST (00-02) State Diploma		ST2	No	Yes		
-	ST (03-06) State Diploma		ST3	No	Yes		
-	ST (86-99) State Diploma		ST	No	Yes		
+							
		🖨 Print 🔻					🖲 Help 🗐 Logout

5. Enter the **Program Title, Sort Order,** and **Short Name.** The sort order determines the order in which the graduation programs appear.

	Program Title	Sort Order	Short Name	Default	Weight by Credits	Min School Year	Max School Year
-	FL (03-06) Florida Grad Plan		FL4	No	Yes		
-	L1 Special Diploma		<u>L1</u>	No	Yes		
-	L2 (07+) Special Diploma (Mod Dis)		L22	No	Yes		
-	L2 (99-06) Special Diploma (Mod Dis)		L2	No	Yes		
-	L3 Special Diploma Based on Employment		<u>L3</u>	No	Yes		
-	Middle School Promotion		MSP	Yes	Yes		
-	ST (00-02) State Diploma		ST2	No	Yes		
-	ST (03-06) State Diploma		ST3	No	Yes		
-	ST (86-99) State Diploma		ST	No	Yes		
+	District 25 Credit	5	D25				
		Print V					\varTheta Help 🗐 Lo

6. Select the **Default** check box to automatically assign the graduation program to a student when the student enrolls. Setting a program as the default will not change the program for existing students who already have a program assigned.

7. Select the **Weight by Credits** check box to determine if the program will be weighed by credits when running the <u>Graduation Requirements Report</u>.

When the check box is left cleared, the enrolled courses will display as 1 credit.

When the check box is selected, the enrolled course will look to course_weight_credits or credits in master_courses.

The check box can also be applied to Middle Schools. When the check box is selected, the enrolled middle school courses will display as 1.

8. You also have the option to set a **Min School Year** and a **Max School Year** for specific programs. Setting a Min and Max year determine the years the program is active.

Sort Order	Short Name	Default	Weight by Credits	Min School Year	Max School Year	Schools
	FL4	No	Yes			Adult Education - 9103, Applicants, Batman
	<u>L1</u>	No	Yes			Adult Education - 9103, Applicants, Batman
	L22	No	Yes			Adult Education - 9103, Applicants, Batman
	L2	No	Yes			Adult Education - 9103, Applicants, Batman
	L3	No	Yes			Adult Education - 9103, Applicants, Batman
	MSP	Yes	Yes			Garcia High School - 0131, Hagrid School -
	ST2	No	Yes			Adult Education - 9103, Applicants, Batman
	ST3	No	Yes			Adult Education - 9103, Applicants, Batman
	ST	No	Yes			Adult Education - 9103, Applicants, Batman
5	D25			2018		
	🖨 Pri	int 🔻				🛛 Help 🗐 Logout

9. Determine to which schools the program is available by selecting said **Schools** from the corresponding pull-down.

l Year	Max School Year	Schools	Hide Merit Designation Requirements	Hide Scholar Designation Requirements	Hide Biliteracy Seal Requirements	Hide Header	СТЕ
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Focus West High School - 0101, Lower Trees Acade	No	No	No	No	
			No	No	No	No	
		1111 - Employee Self Service Adult Education - 9103	No	No	No	No	
		Applicants Batman Scholarship - 3518	No	No	No	No	
		Big Owls Academy - 0391 Family Empowerment Scholarship - 3900	No	No	No	No	
		 Florida Community College - C908 Florida Virtual HS - 0600 	No	No	No	No	
		Florida Virtual MS - 0500	No	No	No	No	
		Filter Exact Check all Clear	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	

10. Select the **Hide Merit Designation Requirements** check box to hide these requirements from the <u>Promotion Requirements Report</u> as they requirements do not apply to middle schools, or from the Graduation Requirements Report, if needed.

11. Select the **Hide Scholar Designation Requirements** check box to hide these requirements from the <u>Promotion Requirements Report</u> as they requirements do not apply to middle schools, or from the Graduation Requirements Report, if needed.

12. Select the **Hide Biliteracy Seal Requirements** check box to hide these requirements from the <u>Promotion Requirements Report</u> as they requirements do not apply to middle schools, or from the Graduation Requirements Report, if needed.

ol Year	Max School Year	Schools	Hide Merit Designation Requirements	Hide Scholar Designation Requirements	Hide Biliteracy Seal Requirements	Hide Header	СТЕ
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Garcia High School - 0131, Hagrid School - 0111, Ho	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Adult Education - 9103, Big Owls Academy - 0391					

The Merit Designation Requirements, Scholar Designation Requirements, and Biliteracy Seal Requirements are Florida specific fields.

13. Select the **Hide Header** check box to remove the header including GPAs, credits, and testing information from the <u>Graduation Requirements Report</u>.

14. If a post secondary school, select the **CTE** check box to determine if the program is applicable to CTE.

l Year	Max School Year	Schools	Hide Merit Designation Requirements	Hide Scholar Designation Requirements	Hide Biliteracy Seal Requirements	Hide Header	СТЕ
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Garcia High School - 0131, Hagrid School - 0111, Ho	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
		Adult Education - 9103, Big Owls Academy - 0391					

15. Click Save.

F		ent/Staff 🔻	Graduation Requi	rements			t Education - 9		
•	Writers02				Admin	▼ 202	2-2023 🔻 Te	erm D 🔻	ER
ß	Graduation Subjects Graduation	on Programs and F	Requirements District Gradu	ation Programs and Requirements					Save
ŝ ₽	Search	ol Year	Max School Year	Schools	Hide Merit Designation Requirements	Hide Scholar Designation Requirements	Hide Biliteracy Seal	Hide Header	СТЕ
•	Middle School Promotion				nequirements	Requirements	Requirements		
10	18 credit Accell plan CL 18 Credit College Prep			Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
*	CP 18 Credit College/Career Prep			Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
1	CR 18 Credit Career Prep L1 Special Diploma			Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
	L3 Special Diploma Based on Employment			Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
	18 Accel 24 Credit			Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
2	L2 (99-06) Special Diploma (Mod Dis)								
an an	ST (86-99) State Diploma ST (00-02) State Diploma			Garcia High School - 0131, Hagrid School - 0111, Ho	No	No	No	No	
\	ST (03-06) State Diploma			Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
	FL (00) Florida Grad Plan FL (01) Florida Grad Plan			Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
-	FL (02) Florida Grad Plan FL (03-06) Florida Grad Plan			Adult Education - 9103, Applicants, Batman Scholars	No	No	No	No	
	DS (02) District Grad Plan			Adult Education - 9103, Big Owls Academy - 0391					
ີ				B Print ▼			• н	elp 🗐	Logo

Once saved, a tab will display for the new district graduation program. Now, you will add the graduation subjects and number of credits that are required to the program.

Graduation Subjects Gra	aduation Pro	ograms a	nd Requirements	Distric	t Graduation Program	s and Requirements	
Search		Comple	ete Program 11	10 09	08 07 06		
18 Accel		Title			Туре	Credits	Grad Subject
25 District Credit					.)po	orouno	unu oubjeet
Middle School Promotion		+			Grad Subject	~	
18 credit Accell plan	_						
CL 18 Credit College Prep						- Delete	this program
CP 18 Credit College/Career Prep						- <u>Deleta</u>	e this program
CR 18 Credit Career Prep							
L1 Special Diploma							
24 Credit							
25 Credit							
27 Credit							
28 Credit							
DS (02) District Grad Plan							
DS (03-06) District Grad Plan	۱						
FL (00) Florida Grad Plan							
FL (01) Florida Grad Plan							
FL (02) Florida Grad Plan							
FL (03-06) Florida Grad Plan							
L2 (07+) Special Diploma (Mod Dis)							

The district graduation program lists all graduation requirements including the Title, Type, Credits, Grad Subject, Courses, Assessment, SQL, Sort Order, and Credits.

You can designate the credit requirements per year that students would be expected to complete while working towards the fulfillment of requirements in their assigned graduation program. This allows school users and parents/students to actively monitor a students progress toward meeting the benchmarks associated with each year of the students' attendance in school.

16a. To add and/or view requirements by a specific grade level, click the applicable grade level, such as 11.

Select Stud	dent/Staff V Gradu	ation Requirements			Lizette Garcia	Focus High Sch	ool - 0041	•
s Writers02	Grauu				Admin 🔻	2022-2023 🔻	4th 9 Week	s 🔻
Graduation Subjects Graduati	on Programs and Requirement	ts District Graduation Programs and	Requirements					٤
Search	Complete Program 1	1 10 09 08 07 06						
18 Accel	Title	Туре	Credits	Grad Subject			C	ourses
25 District Credit Middle School Promotion				-				
18 credit Accell plan	- English	Grad Subject	4.00	English				
CL 18 Credit College Prep	- Math	Grad Subject	3.00	Mathematics				
CP 18 Credit College/Career	- WEAT		0.00	Mathematics				
Prep	+	Grad Subject ~						
CR 18 Credit Career Prep								
L1 Special Diploma			- Delete this pr	ogram				
24 Credit			- Delete this pr	ogram				
25 Credit								
27 Credit								
28 Credit								
DS (02) District Grad Plan								

16b. To add and/or view requirements in order to complete the program, click **Complete Program**.

Graduation Subjects Gradua	ation Pr	rograms and Requirements	District Graduation Programs a	nd Requirements	
Search	×	Complete Program 11 1	0 09 08 07 06		
18 Accel		7741-	T	Our diffe	Orad Outland
25 District Credit		Title	Туре	Credits	Grad Subject
Middle School Promotion		- English	Grad Subject	4.00	English
18 credit Accell plan		Ligion			
CL 18 Credit College Prep		- Math	Grad Subject	4.00	Math
CP 18 Credit College/Career Prep		- Science	Grad Subject	4.00	Science
CR 18 Credit Career Prep		Colorido		4.00	
L1 Special Diploma		 World History 	Grad Subject	1.00	World History
24 Credit					
25 Credit		 US History 	Grad Subject	1.00	US History
27 Credit					
28 Credit		 American Government 	Grad Subject	0.50	American Government
DS (02) District Grad Plan		-	0.1011.1		-
DS (03-06) District Grad Plan		 Economics 	Grad Subject	0.50	Economics
FL (00) Florida Grad Plan		- Approved Practical/ Perform	ming Fine Arts Grad Subject	1.00	Approved Practical/ Performing Fine Arts
EL (01) Elorido Grad Plan					

Requirements need to be added to the Complete Program tab and to each specific grade level tab. Each grade level year will contain all requirements from the previous year; for example, you'd add English Credit 1.00 to the 9th grade tab, English 2.00 to the 10th grade tab, English 3.00 to the 11th grade tab, and English 4.00 to the Complete Program tab; the Complete Program tab represents 12th grade or graduation year.

17. To add a new graduation requirement, scroll down to the blank row next to the black plus sign.

X						
Search	(Complete Program 11 10 09 08 0	07 06			
18 Accel		Title	Туре	Credits	Grad Subject	Cou
25 District Credit			Grad Subject	4.00		00
Middle School Promotion		Odence	Cirad Oubject	4.00		
18 credit Accell plan	_	World History	Grad Subject	1.00	World History	
CL 18 Credit College Prep						
CP 18 Credit College/Career Prep	-	US History	Grad Subject	1.00	US History	
CR 18 Credit Career Prep	_	American Government	Grad Subject	0.50	American Government	
L1 Special Diploma						
24 Credit	-	Economics	Grad Subject	0.50	Economics	
25 Credit						
27 Credit	-	Approved Practical/ Performing Fine Arts	Grad Subject	1.00	Approved Practical/ Performing Fine Arts	
28 Credit						
DS (02) District Grad Plan	-	Норе	Grad Subject	1.00	Норе	
DS (03-06) District Grad Plan	_	Electives	Ored Outlinet	6.50	Electives	
FL (00) Florida Grad Plan	-	Electives	Grad Subject	6.50	Electives	
FL (01) Florida Grad Plan	_	Life Management Skill	Grad Subject	0.50	Life Management Skill	
FL (02) Florida Grad Plan						
FL (03-06) Florida Grad Plan	-	Social Studies Electives	Grad Subject	1.00	Social Studies Electives	
L2 (07+) Special Diploma (Mod Dis)	+		Grad Subject ~			•
	-		Print V		e Help	L L

18. Enter the district graduation subject in the **Title** text box.

19. Select the **Type** of district graduation requirement from the pull-down. Options include:

Grad Subject: If selected, this allows you to select the graduation subject set up via the <u>Graduation Subjects</u> tab.

Assessment: If selected, this allows you to set one or more tests that students must pass to graduate. When multiple tests are selected on one row, students only need to pass one to complete the requirement.

Custom List of Courses: If selected, this allows you to select a list of courses that serve as a custom graduation subject.

SQL: If selected, this allows you to specify an arbitrary SQL query that return three columns, student_id, matched (true or false), and display_text (the text displayed in the report upon hovering over the check box).

Placeholder: If selected, the title of the requirement displays as a "Placeholder" descriptor without requirement criteria when an admin, parent, or student views the graduation requirements report. When this type is selected, the only editable fields become the Title and Sort Order. This will separate sections of the requirements.

	Title	Туре	Credits
-	English	Grad Subject	4.00
-	Math	Grad Subject	2.00
-	Science	Grad Subject	3.00
-	World History	Grad Subject	1.00
-	US History	Grad Subject	1.00
-	American Government	Grad Subject	0.50
-	Economics	Grad Subject	0.50
-	Algebra 1	Grad Subject	1.00
-	Geometry	Grad Subject	1.00
-	Biology	Grad Subject	1.00
-	Approved Practical/ Performing Fine Arts	Grad Subject	1.00
-	Норе	Grad Subject	1.00
-	Electives	Grad Subject	7.00
-	Social Studies Electives	Grad Subject	1.00
•		 ✓ Grad Subject Assessment Annual Courses Custom List of Courses SQL Placeholder 	

20. In the **Credits** field, enter the number of required credits for the subject.

	Title	Туре	Credits	Grad Subject
-	World History	Grad Subject	1	World History
-	US History	Grad Subject	1	US History
-	American Government	Grad Subject	0.5	American Government
-	Economics	Grad Subject	0.5	Economics
-	Algebra 1	Grad Subject	1	Algebra 1
-	Geometry	Grad Subject	1	Geometry
-	Biology	Grad Subject	1	Biology
-	Approved Practical/ Performing Fine Arts	Grad Subject	1	Approved Practical/ Performing Fine Arts
-	Норе	Grad Subject	1	Норе
-	Electives	Grad Subject	7	Electives
-	Social Studies Electives	Grad Subject	1	Social Studies Electives
-	English	Assessment		
ŧ.	Math	Grad Subject 🗸	2 <u>1</u>	N/A

21a. If you selected Grad Subject as the Type, select the applicable **Grad Subject** from the pulldown. Note: Subjects must first be set up in the <u>Graduation Subjects</u> tab.

	Title	Туре	Credits	Grad Subject	Cou
	Science		4.00		
·	World History	Grad Subject	1.00	World History	
•	US History	Grad Subject	1.00	US History	
•	American Government	Grad Subject	0.50	American Government	
•	Economics	Grad Subject	0.50	Economics	
•	Approved Practical/ Performing Fine Arts	Grad Subject	1.00	Approved Practical/ Performing Fine Arts	
-	Норе	Grad Subject	1.00	Норе	
•	Electives	Grad Subject	6.50	Electives	
•	Life Management Skill	Grad Subject	0.50	Life Management Skill	
-	Social Studies Electives	Grad Subject	1.00	Social Studies Electives	
	Math	Grad Subject ~	2.00	Mathematics	•

21b. If you selected Assessment from the Type pull-down, select the applicable tests from the **Assessment** pull-down. This ensures that students pass one of the selected tests before earning the designated graduation subject.

	Title	Туре	Grad Subject	Courses	Assessment
	mau	ciau Subject	Indu		
-	Science	Grad Subject	Science		
-	World History	Grad Subject	World History		
-	US History	Grad Subject	US History		
-	American Government	Grad Subject	American Government		
-	Economics	Grad Subject	Economics		
-	Algebra 1	Grad Subject	Algebra 1		
-	Geometry	Grad Subject	Geometry		
-	Biology	Grad Subject	Biology		
-	Approved Practical/ Performing Fine Arts	Grad Subject	Approved Practical/ Performing Fine Arts		
-	Норе	Grad Subject	Норе		
-	Electives	Grad Subject	Electives		
-	Social Studies Electives	Grad Subject	Social Studies Electives		
-	FSA ELA Reading	Assessment			FSA ELA - FSAE
+	Bio 1 Test	Assessment			Florida End-of-Course Assessment – Biology 1 - EB1

If you belong to California district, a **Language** pull-down displays to the Assessment column from which you can select a specific language for the test administration.

Assessment	Language	SQ
Basic Skills Assessment Program	English V	
 Filter		-

21c. If you selected Custom List of Courses from the Type pull-down, select the applicable **Courses** from the pull-down. This ensures that students pass all selected courses before earning the designated graduation subject.

	Title	Туре	Grad Subject	Courses
-	English	Grad Subject	English	
-	Math	Grad Subject	Math	
-	Science	Grad Subject	Science	
-	World History	Grad Subject	World History	
-	US History	Grad Subject	US History	
-	American Government	Grad Subject	American Government	
-	Economics	Grad Subject	Economics	
-	Approved Practical/ Performing Fine Arts	Grad Subject	Approved Practical/ Performing Fine Arts	
-	Норе	Grad Subject	Норе	
-	Electives	Grad Subject	Electives	
-	Life Management Skill	Grad Subject	Life Management Skill	
-	Social Studies Electives	Grad Subject	Social Studies Electives	
+	English	Custom List of Courses ᅌ		1001310 - ENG 1, 1001340 - ENG 2, 1001370 - ENG 🔻

21d. If you selected SQL from the Type pull-down, enter the customized **SQL** in the provided text box.

	Title	Туре	Grad Subject	Courses	SQL
-	Math	Grad Subject	Math		
-	Science	Grad Subject	Science		
-	World History	Grad Subject	World History		
-	US History	Grad Subject	US History		
-	American Government	Grad Subject	American Government		
-	Economics	Grad Subject	Economics		
-	Approved Practical/ Performing Fine Arts	Grad Subject	Approved Practical/ Performing Fine Arts		
-	Норе	Grad Subject	Норе		
-	Electives	Grad Subject	Electives		
-	Life Management Skill	Grad Subject	Life Management Skill		
-	Social Studies Electives	Grad Subject	Social Studies Electives		
+	English	SQL			

21e. If you selected Placeholder from the Type pull-down, the Title and Sort Order are the only required fields.

22. The **Sort Order** text box should be left empty as it pulls from data entered via the <u>Graduation Subjects</u> tab. Note: A Sort Order must be entered if Custom List of Courses or SQL is select as the subject Type.

	Title	Туре	Grad Subject		Courses	SQL	Sort Order	Credits
-	English	Grad Subject	English				10	4.00
-	Math	Grad Subject	Math				20	4.00
-	Science	Grad Subject	Science				30	4.00
-	World History	Grad Subject	World History				50	1.00
-	US History	Grad Subject	US History				60	1.00
-	American Government	Grad Subject	American Government				70	0.50
-	Economics	Grad Subject	Economics				80	0.50
-	Approved Practical/ Performing Fine Arts	Grad Subject	Approved Practical/ Performing Fine Arts				130	1.00
-	Норе	Grad Subject	Норе				160	1.00
-	Electives	Grad Subject	Electives	Sort Order for O	Grad Subject requirements must be set in the Graduation Sul	bjects	tab.	6.50
-	Life Management Skill	Grad Subject	Life Management Skill				250	0.50
-	Social Studies Electives	Grad Subject	Social Studies Electives				Positive	e Integers On
+	English	Custom List of Courses			1001310 - ENG 1, 1001340 - ENG 2, 1001370 - ENG 🔽		ŕ¬	

23. Click Save.

0	Select Stud	lent/S	taff 🔻 Graduation Requi	rements		Lizette Garcia Focus High School - 0041	▼ s
	Writers02					Admin ▼ 2022-2023 ▼ 4th 9 Week	ks 🔻 E
	Graduation Subjects Graduatio	on Progr	rams and Requirements District Gradu	ation Programs and Require	ements		Sa
_	Search	C	Complete Program 11 10 09 08 0	07 06			
	18 Accel			_		- · · · · ·	-
	25 District Credit		Title	Туре	Credits	Grad Subject	Co
	Middle School Promotion			Grad Subject	4.00	Science	
	18 credit Accell plan	_	World History	Grad Subject	1.00	World History	
Ŀ	CL 18 Credit College Prep						
	CP 18 Credit College/Career Prep	-	US History	Grad Subject	1.00	US History	
	CR 18 Credit Career Prep	-	American Government	Grad Subject	0.50	American Government	
L	L1 Special Diploma						
L	24 Credit	-	Economics	Grad Subject	0.50	Economics	
	25 Credit						
	27 Credit	-	Approved Practical/ Performing Fine Arts	Grad Subject	1.00	Approved Practical/ Performing Fine Arts	
	28 Credit	-	Норе	Grad Subject	1.00	Норе	
Ŀ	DS (02) District Grad Plan		Поре	Cirad Subject	1.00		
	DS (03-06) District Grad Plan	-	Electives	Grad Subject	6.50	Electives	
L	FL (00) Florida Grad Plan						
	FL (01) Florida Grad Plan	-	Life Management Skill	Grad Subject	0.50	Life Management Skill	
Ł	FL (02) Florida Grad Plan						
	FL (03-06) Florida Grad Plan	-	Social Studies Electives	Grad Subject	1.00	Social Studies Electives	
	L2 (07+) Special Diploma (Mod Dis)	+	Math	Grad Subject ~	2.00	Mathematics	
H				Print ▼		Help	🗐 Log

24. Continue adding graduation subjects and credits in the same manner. Be sure to click the **Save** button.

25. Graduation programs can be edited by selecting the program tab, clicking the desired field, and making the change. Click **Save** to save your changes.

Select Stud	lent/	Staff V Gradu	ation Requi	rements			Lizette Garcia Admin 🔻	Focus High Sch 2022-2023 ▼	ool - 0041 4th 9 Weeks	SISERP
ects Graduatio	on Pro	ograms and Requirement	nts District Gradu	ation Programs and Re	quirements					Save
X		Complete Program	11 10 09 08 0	07 06						
		Title		Туре	Credits	Grad	I Subject			Co
otion		- English		Grad Subject	4.00	Engl	ish			
Prep		- Math		Grad Subject	4.00	Math	1			
/Career		- Science		Grad Subject	4.00	Scie	nce			
Prep		 World History 		Grad Subject	1.00 Positive Numbers Only	Worl	d History			
		- US History		Grad Subject	1.00 I		History			
		- American Governme	ent	Grad Subject	0.50	Ame	rican Government			
l Plan		- Economics		Grad Subject	0.50	Ecor	nomics			

26. To delete a graduation subject from the program, click the **delete** button (black minus sign).

Select Stude	ent/S	taff v Graduation Requi	rements		Lizette Garcia Admin ▼	Focus High Scho	ool - 0041 🔹 🔻	515
jects Graduation	n Prog	rams and Requirements District Gradu	ation Programs and Require	ments				Save
X	C	Complete Program 11 10 09 08 0	7 06					
		Title	Туре	Credits	Grad Subject			Co
motion In	-	English	Grad Subject	4.00	English			
ge Prep ge/Career	-	Math	Grad Subject	4.00	Math			
er Prep	-	Science	Grad Subject	4.00	Science			
1	-	World History	Grad Subject	1.00	World History			
	-	US History	Grad Subject	1.00	US History			
	-	American Government	Grad Subject	0.50	American Government			

27. To delete a graduation program, click the **Delete this program** link at the bottom of the graduation program tab.

	Title	Туре	Credits	Grad Subject	Co
-	Science	Grad Subject	4.00	Science	
-	World History	Grad Subject	1.00	World History	
-	US History	Grad Subject	1.00	US History	
-	American Government	Grad Subject	0.50	American Government	
-	Economics	Grad Subject	0.50	Economics	
-	Approved Practical/ Performing Fine Arts	Grad Subject	1.00	Approved Practical/ Performing Fine Arts	
-	Норе	Grad Subject	1.00	Норе	
-	Electives	Grad Subject	6.50	Electives	
-	Life Management Skill	Grad Subject	0.50	Life Management Skill	
-	Social Studies Electives	Grad Subject	1.00	Social Studies Electives	
+	Math	Grad Subject ~	2.00 - Delete this program	Mathematics	V

a. In the confirmation screen, click **Delete** to delete the program or **Cancel** to go back to the previous screen without deleting.

Are you sure you want to delete that program?			
	Delete	Cancel	

Assigning Graduation Programs to Students

1. To set up a student's graduation program, locate the student via **Students** > <u>Student Info</u>. For more information on finding students, see <u>Searching for Students</u>.

2. Once selected, click the **Graduation** tab and/or field to select the correct Graduation Plan for that student.

3. Select the applicable graduation program from the **Graduation Plan** pull-down.

F		, Charlie Noel ▼ ^{379 - 10} ⑥ ■ ← → Student Info	Lizette Garcia Focus High School - 0041 ▼ SIS Admin ▼ 2022-2023 ▼ 4th 9 Weeks ▼ ERP
<i>}</i>	Enrollment Schedule R	equests Grades Absences Activities Referrals Test History Audit Trail O	Grad Files SSS Choice 🗟 Save 🖨 🔊
æ		Billing	
(•) **	Filter fields	Graduation	Print a Form/Letter
	FS Food Service	18 Credit Permission Form	No Files
-	F Forms	Graduation Plan 24 Credit Standard HS Options [1]	T
9	GD General Demographics	Post Secondary Educational Plans None of the above [08]	Y
	G Gifted	Early Admission to College Flag	
	G Graduation	Diploma Type Not applicable [ZZZ]	Y
	Health Daily Health Screener	Diploma Date	
	Health Daily Visit Log	Certificate of Completion Not applicable [ZZZ]	V
7	Vealth Immunizations	Certificate of Completion Date	
•	😵 Health Medical	English/Language Arts Assessment Met Performance Based Exit Option Results Not applicable [Z]	
8	Health Medication Administ	Diploma Biliteracy Seal Designation	
	H Homeless	Graduation Plan Year 20212022	·
	I ISP	Year Entered Ninth Grade 20182019	·
Q			🥹 Help 🗿 Logout

The information entered/selected on the Graduation tab does not drive the Graduation Requirements Report. For the report to populate for the specified student, the Graduation Requirement must be set on the <u>Enrollment</u> screen.

The <u>Mass Assign Student Info</u> document includes guidance to assign Graduation Programs to students en masse.

Did You Know?

Only applicable to customers using Florida State Reporting. Focus considers ROTC waiver course 1500450 with Personal Fitness graduation subject for ROTC Fitness waiver, when a student has additional course credit in any PE graduation subject course. Be sure to review your district's system preferences for Personal Fitness via Setup > <u>System Preferences</u> > Default School Preferences > <u>Grading</u>.

Only applicable to customers using Florida State Reporting. Focus ensures the Merit Designation section of the <u>Graduation Requirements Report</u> will not consider Industry Certifications with a Level 3, as certifications housed in the CAPE IC Funding list with a K-12 FEFP Funding Weight of 0.025 are excluded.

Additional Features

Sort data by clicking any of the headers. Click once for ascending order; click twice for descending results.

Title	Туре	Credits	Grad Subject	C
American Government	Grad Subject	0.50	American Government	
Economics	Grad Subject	0.50	Economics	
Норе	Grad Subject	1.00	Норе	
Approved Practical/ Performing Fine Arts	Grad Subject	1.00	Approved Practical/ Performing Fine Arts	
Social Studies Electives	Grad Subject	1.00	Social Studies Electives	
US History	Grad Subject	1.00	US History	
World History	Grad Subject	1.00	World History	
Biology	Grad Subject	1.00	Biology	
Algebra 1	Grad Subject	1.00	Algebra 1	
Geometry	Grad Subject	1.00	Geometry	

Click the **floppy disk** icon to export the listed data to an Excel spreadsheet.

F	Abe, Charlie Noel Writers02					
P		Graduation Subject	ts Graduation Programs and Requirements District Graduation Programs and Requi	uireme		
٨	43 S	ubjects 📑				
2		Sort Order	Title	Sho		
۲	-	200	Algebra 2	A2_1		
A*	-	10	English	EN		
244	-	20	Math	MA		
-	-	30	Science	SC		

To make the list full screen, click on the **expansion** icon (four arrows) next to the Search text box. Once in full screen mode, click the icon again to exit full screen.

Requirements		Lizette Garcia		Focus High School - 0041		▼ SIS
		Admin	▼	2022-2023 🔻	4th 9 Weeks	ERP
n Programs and Requirements						
				[Search	মিক্ল শিক্ষ
	Short Name	Min	School '	Year	Max School Year	
	A2_MA				-	
	EN				-	
	MA				-	
	SC				-	
	мн				-	
	AH				-	

If looking for specific information, type the data in the **Search** text box provided and press **Enter**.

Graduation Subjects Graduation Programs and Requirements District Graduation Programs and Requirements					Save	
	Sort Order	Title	Short Name	Min School Year	Max School Year	Relevance
-	20	Math	MA	-	-	
-	410	M/J Math	MMA	<u>.</u>	-	
-	1	Mathematics		<u>.</u>	-	
+						

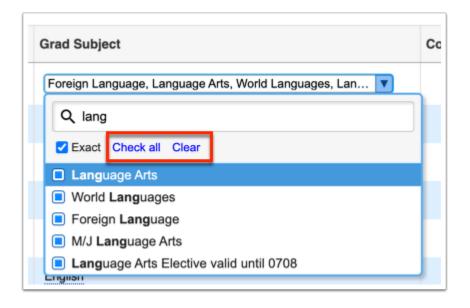
Begin typing the name or number of the desired field in the **Filter** text box located at the top of each pull-down for a quick search.

G	irad Subject	c
(World Languages	
	Q lang	ľ
	Exact Check all Clear	ľ
	Language Arts	L
	Language Arts Elective valid until 0708	L
	M/J Language Arts	E
	World Languages	L
	Foreign Language	Ŀ
	English	L
Ir	Life Management Skill	
10	American Government	H
am	Keyboarding Skills	H
	Social Living Skills	F

a. Select the **Exact** check box to display results that have an exact match only and hide partial matches to the entered text.

Grad Subject	(
World Languages	
Q lang	1
Exact Check all Clear	1
Language Arts	
World Languages	Т
Foreign Language	
M/J Language Arts	
Language Arts Elective valid until 0708	
English	-

Click **Check all** to select all check boxes displayed. Click **Clear** to clear all selections made/check boxes selected.



Related Content

Graduation Requirements Report