



# Graduation Requirements

Subtitle: Session421-2



Leeni Mitchell | Aeries Trainer  
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# Outcomes

This session will focus on student graduation requirements and tracking, as well as college admissions tracking.

- How to set up graduation requirements & graduation tracks
- How to use the Mass Update Graduation Status function
- Track progress of student graduation requirements and college readiness

# Question

**How are graduation requirements determined?**

State Requirements

Local Governing Board

# CA Minimum Course Requirements

30 credits in English

20 credits in Math (must include Alg1)

20 credits in Science (including 10 life and 10 physical science)

30 credits in Social Studies (US History, World History, and Gov/Econ)

10 credits in VAPA, World Language **OR** Career Tech Ed

20 credits in Physical Ed (unless exempt)

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**130 total credits needed**

*Assembly Bill Guidelines for Special Populations. Please see links for more info.*

[AB-167 High school graduation: local requirements: foster children](#)

[AB-216 High school graduation requirements: pupils in foster care](#)

[AB-1806 Pupil services: homeless children or youth](#)

[AB-2306 Juvenile court school pupils](#)

# **Local Governing Board Requirements**

**4<sup>th</sup> Year of English?**

**3<sup>rd</sup> Year of Science?**

**Freshman Social Science?**

**Computer Science?**

**Competency Tests**

**Total Credits for Graduation**


# Question -

How do we track graduation status. Multiple ways. Let’s start with individual student records-

Graduation Status Page – quick view of student’s progress toward graduation

Allan (AJ) Abbott

GeneralContactAdd'l InfoFlags5Programs6User Codes



Student ID99400001

State Student ID1234567890

Status TagActive

Student Number1

Grade12

Age17

GenderMale

Birthdate11/11/2002

CounselorDurbin, S

Language FluencyEnglish Learner

CorrLng / RptgLngEnglish / Spanish

Interdistrict Status

Graduation Track:

☐ Show Credit Details

☐ Hide Planned Credits

Print Graduation Status Report

View Transcript

Please note: Status reflected is contingent upon successful completion of current course enrollment.

Graduation Status					
Subject Area	Credit Required	Credit Completed	Credit Enrolled	Credit Planned	Credit Needed
A - English	40.00	35.00	5.00	-	-
B - Physical Education	30.00	30.00	-	-	-
C - Social Science	30.00	30.00	-	-	-
D - Mathematics	20.00	20.00	-	-	-
E - Visual/Perform Arts	10.00	-	-	-	10.00
F - Career Tech Arts	0.00	-	-	-	-
G - Science: Life	10.00	10.00	-	-	-
H - Science: Physical	10.00	10.00	-	-	-
I - Health & Career Ed	5.00	5.00	-	-	-
J - Computer Science	0.00	-	-	-	-
L - World Language	10.00	10.00	-	-	-
Z - Electives	55.00	122.50	55.00	-	-

Credits Completed272.50

Credits Enrolled60.00

Credits Needed10.00

# Where is this information coming from?

- **REQ – Graduation Requirements Table** – defines required subject areas and credits required for graduation
- **CRS – Course Table** – Subject areas, UC/CSU information
- **HIS – Transcript** – courses taken, marks, gpa's, class rank calculated
- **SEC/MST – Classes (Currently enrolled)**
- **Academic Plan** – what's in Grad Status plus what's planned for the future
- **Still Needed** – calculation – Credits Required – (credits completed + credits planned)
- **COD - Code Table** – grad tracks defined, can set up tracks to exclude from class rank or group together for class rank














*Let's start with the REQ table*

# Multiple Graduation Tracks - Why?

- Different groups may need different requirements
    - Transfer Students
    - Foster Students
    - Career Pathways
    - Completed Alg 1 pre Grade 9
  - Class Rank Calculation
    - Exempt from Class Rank Calculation
    - Group together for Class Rank Calculation
  - Process
    - Create and set up needed tracks in REQ
    - Define values in Code Table if needed
    - Assign students to tracks – Grad Status page
    - Recalculate cumulative gpa's and class rank, if needed – Grade Reporting Functions
  - *Let's look at some grad tracks*
- Graduation Requirements

Graduation Requirements Track to View:  
B | VAPA and CTA ▼ Delete Track ☐ Career

Update Graduation Requirements

	Code	Subject Area	Grade 12	Grade 11
	A	English	40.00	40.00
	B	Physical Education	30.00	20.00
	C	Social Science	30.00	30.00
	D	Mathematics	20.00	30.00
	E	Visual/Perform Arts	10.00	10.00
	F	Career Tech Arts	10.00	10.00
	G	Science: Life	10.00	10.00
	H	Science: Physical	10.00	10.00
	I	Health & Career Ed	5.00	5.00
	J	Computer Science	0.00	0.00
	L	World Language	0.00	0.00
	Z	Electives	55.00	55.00
Total credit required for graduation:			220.00	220.00
 <a href="#">Add New Record</a>				

## Graduation Requirements

Graduation Requirements Track to View:

B | VAPA and CTA

Delete Track

☐ Career Pathway Requirement

### Update Graduation Requirements

	Code	Subject Area	Grade 12	Grade 11	Grade 10	Grade 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	Visual/Perform Arts	10.00	10.00	10.00	10.00
	F	Career Tech 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
	L	World Language	0.00	0.00	0.00	0.00
	Z	Electives	55.00	55.00	45.00	45.00
Total credit required for graduation:			220.00	220.00	220.00	220.00

Add New Record



# Mass Update Graduation Status

- Designed to update students' graduation status at the end of the year for CALPADS reporting
- Can be a tool prior to that to track student progress on multiple requirements
- Will track on 4 areas
  - **Graduation Requirements**
    - *Will verify Algebra 1*
    - *Can includes credits enrolled*
    - *Can include inactive students*
  - **Community Service**
    - *Can verify community service hours from ACT*
  - **Competency Tests**
  - **User Defined Requirement**
- **Process**
  - *Set up the form*
  - *Load the students*
  - *Preview the summary*
  - *Preview the students*
- **Reports**

Mass Update Graduation Status

School Selection


Setup and Load Students

Graduation Requirements

☒ Verify Graduation Requirements (credits completed, mandatory)  
☒ Verify Algebra I Requirement (mandatory)  
☐ Include Credits Enrolled In  
☐ Include Inactive Students  
 Graduation Date

Community Service

☐ Verify Community Service Hours (from ACT)


 The Calculate Graduation Status function should be run to ensure that the High School Graduation Status (HSG) table is up to date prior to running the Mass Update Graduation Status.

Competency Tests

☐ Verify Competency Tests

User-Defined

☐ Verify User-Defined Requirement

Save Setup

Load Students

Reports

# Mass Update Graduation Status - part 2

- End of Year reporting to CALPADS
- Can be run at District or School Level
- Will honor Skip or Keep to update for selected students
- Verify selected options are appropriate
- Options saved at the District Level will be saved for all schools selected
- When running at the school level, process will only run for the school where user is logged in
- Make certain graduation date is populated
- If Community Service hours are required, select the appropriate ACT codes and make certain hours needed is populated
- If competency tests are required, verify definitions
- If User Defined Requirement is needed, select the appropriate options
  - Example: Career Pathways completer requirement – CPW.CM = 1
- Save the Setup
- Load Students
- Review Summary
- Select the appropriate graduation code for each group of students
- Review the Students and make needed individual changes
- Print Verification Report
- Update STU and ENR

# Question -

How do we track college admissions requirements.

College Entrance Requirements Page – quick view of progress toward meeting UC/CSU Entrance Requirements


College Entrance Tests Page – view of all College Entrance tests;

College Entrance Req's

Allan (AJ) Abbott

Presentation last saved: Just now

GeneralContactAdd'l InfoFlags 5



Student ID

99400001

Grade

12

Counselor

State Student ID

1234567890

Age

17

Language Fluency

Status Tag

Active

Gender

Male

CorrLng / RptgLng

Student Number

1

Birthdate

11/11/2002


Interdistrict Status

	University of California					California State University				
	Required	Completed	Current	Planned	Needed	Required	Completed	Current	Planned	Needed
A - History/Social Science	20	20	0	0	0	20	20	0	0	0
B - English	40	35	5	0	0	40	35	5	0	0
C - Mathematics	30	30	0	0	0	30	30	0	0	0
D - Laboratory Science	20	20	0	0	0	20	20	0	0	0
E - Foreign Language	20	20	0	0	0	20	20	0	0	0
F - Visual/Performing Arts	10	10	0	0	0	10	10	0	0	0
G - College Prep Electives	10	85	40	0	0	10	70	35	0	0
Preliminary GPAs:	3.83					3.84				
Course Completions:	Meets UC Course Completion Requirements					Meets CSU Course Completion Requirements				
Entrance Requirements:	Meets UC Entrance Requirements					Meets CSU Entrance Requirements				

Course Completer Override:

Allan (AJ) Abbott

GeneralContactAdd'l InfoFlags 5Programs 6User Codes



Student ID

99400001

Grade

12

Counselor

Durbin, S

State Student ID

1234567890

Age

18

Language Fluency

English Learner

Status Tag

Active

Gender

Male

CorrLng / RptgLng

English / Spanish

Student Number

1

Birthdate

11/11/2002

Interdistrict Status

College Entrance Tests

Print

SAT I SAT II ACT PreACT PLAN EXPLORE GSE AP PSAT PSAT 8/9 IB Other ReadStep

Date	Section Scores	Test Scores	Pre 2016
10/1/2020	Read / Write: 460 Math: 520 Total: 980	Reading: Writing / Language: Math: Analysis in Science: Analysis in History/ Social Science:	Critical Reading: Math: Writing: Verbal: Total:
5/16/2020	Read / Write: 440 Math: 460 Total: 900	Reading: Writing / Language: Math: Analysis in Science: Analysis in History/ Social Science:	Critical Reading: Math: Writing: Verbal: Total:
11/10/2019	Read / Write: 490 Math: 550 Total: 1040	Reading: Writing / Language: Math: Analysis in Science:	Critical Reading: Math: Writing: Verbal:

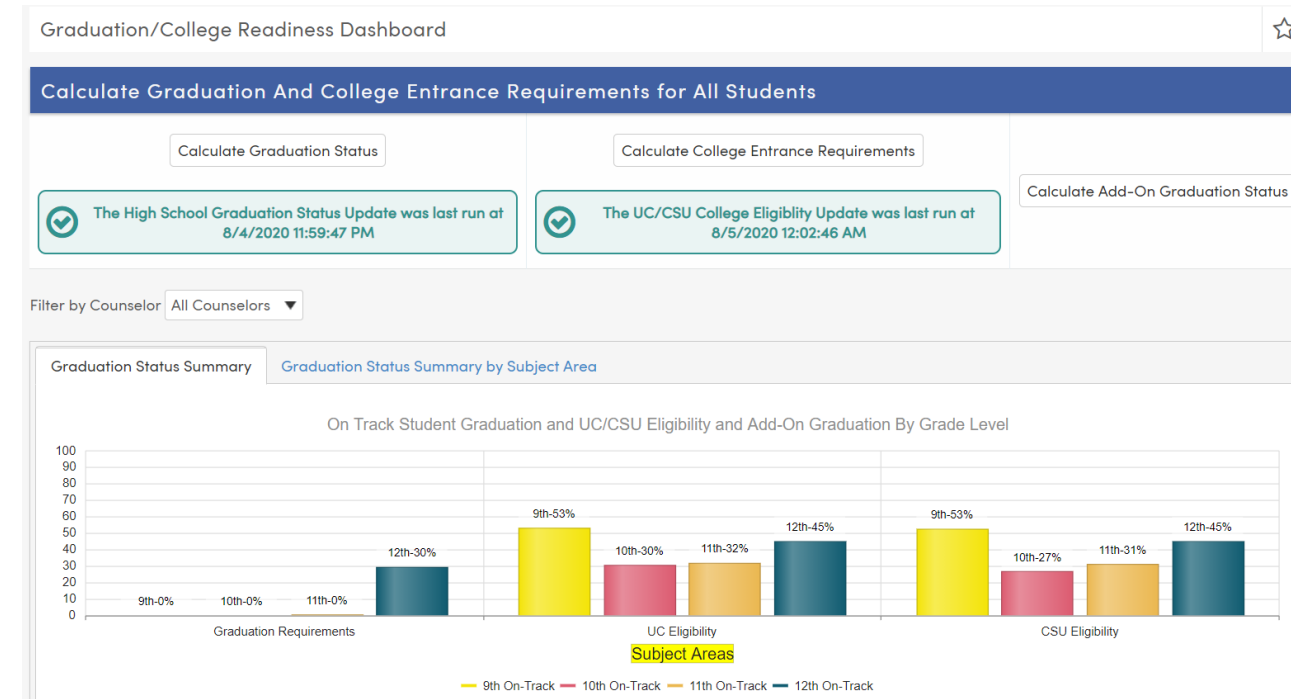
# College Entrance Requirements

- CRS – verify that the Course table is appropriately coded for UC/CSU entrance requirements
- Verify that College Testing has been updated
- *View College Entrance Requirements Table for individual students*
  - *Course Completion Chart*
  - *Preliminary gpa's*
  - *Course Completion Status*
  - *Entrance Status*
  - *Completer Override – students who complete requirements by a means other than high school coursework – example: AP test*
- *Run UC/CSU Eligibility Reports – format of each matches institution's on-line application*

*Let's take a look*

# Graduation/College Readiness Dashboard

- Buttons to calculate graduation status, college entrance requirements, and Add On Grad Requirement
- Will show the last time the update was run
- Can filter by counselor
- 2 Tabs
  - Graduation Status Summary
    - Will show overall grad status and college entrance summary by grade level
  - Graduation Status Summary by Subject Area
    - Overall summary by subject area and grade
- *Let's see what this looks like*



# Other Related Sessions

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- Session 420 – Introduction to Transcripts
- Session 410 – Grade Reporting for Secondary Schools
- Session 415 – Secondary Standards Based Grades
- Session 610 – Academic Plans
- Session 421-1 – Specialty Transcripts, Enhanced Design Options

# Reminders

The recording of this session will be available in the Virtual Conference Portal within 48 hours and will remain available until June 30, 2022.

## Session Documentation

<https://support.aeries.com/support/solutions/articles/14000121291-session-421-2-graduation-requirements-grad-tracks-graduation-status-ca-schools-only>

We value your feedback on this session and your AeriesCon experience. Please complete the session evaluation form. The link is posted in the chat box.

## Session 421-2 Evaluation Link

<https://aeries.link/spring22aeriescon>



# Key Takeaways

## Need to Know

- Ability to create track Graduation Requirements and College Entrance Requirements
- Ability to create multiple Graduation Tracks
- Graduation Requirements and College Readiness Dashboard
- Leeni Mitchell - Trainer
- Session 421-2

**Where to Go**  
[support.aeries.com](https://support.aeries.com)



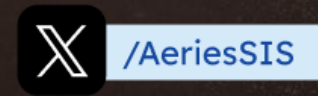
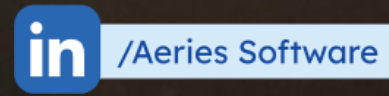
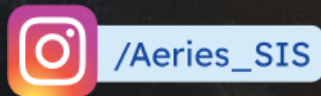
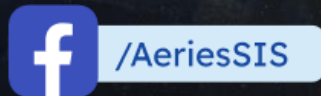
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# THANK YOU!

The recording of this session will be posted in the Virtual Conference Portal within 48 hours and will be available to you until January 31, 2024

<http://surveys.aeries.com/s3/AeriesCon-Session-Feedback-Survey-Spring-2024>



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