

Graduation Template Loader for 8th Graders Going to Other High School

The Graduation Template Loader in this scenario has current 8th grade students on the left, and Graduation Templates of the high schools they will be attending on the right.

The user identifies which students go in a desired template at the next high school he/she will be attending, then requests in the Grad Template are assigned to these students.

1. Go to **Scheduling / Loaders / Student Graduation Template Loader**.
2. At the setup, configure for current year, grade 08.
 - Place a check for “Edit Next School Students”
 - Place a check for “Active Only” with current date beneath.
 - Click “OK” to get a listing of students.

Student Graduation Template Loader Setup 11.19.18.16 MLM

Year : 1819

District : 026

School : 070

Grades : 08

Gender :

Ethnic :

Sports :

Clubs :

Team :

Special Codes :

Select Program Codes :

Edit Next School Requests

Active Only

As Of Date : Feb 6 2019

Show : All Sped Only Non Sped

OK

3. On the left will be students with a column showing next year school. On the right is a pick list of Graduation Templates for each of the high schools.
 - **Tip:** Sort the Students and Grad Plans in “School” order to make browsing easier.
4. Click to select students in the boxes to the left of each student’s name.
5. On the right, click the Graduation Plan to assign to these students. Make sure next school is same as site with graduation plan.
 - The system will ask for a confirmation. After clicking “Yes”, the column “Grad ID” will update with the code associated with the Grad Template.
6. Need to change a Template assigned to a student? Click the select box and select the Grad Template to assign to the student.

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High School Site Codes for Jefferson Parish

Code	Site Name
010	Bonnabel Magnet Academy High School
017	Helen Cox High School
022	East Jefferson High School
023	John Ehret High School
029	Fisher Middle/High School
031	Grand Isle High School
042	Haynes Academy School for Advanced Studies
045	L.W. Higgins High School
051	Grace King High School
068	Riverdale High School
080	West Jefferson High School
105	Patrick F. Taylor Science & Technology Academy
107	Thomas Jefferson High School for Advanced Studies
123	Jefferson Charter Foundation Academy (JCFA)
900	Bonnabel Connections Program
901	Ehret Connections Program
902	School Academic Program for Expelled High School (Grace King)
903	School Academic Program for Expelled High School (West Jefferson)

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Mass Printing IGP's for 8th Graders:

To print IGP's for parents to sign, follow the steps below:

1. Go to **Student Master > Lists > Mass Print IGP**.
2. At the setup box, set the **Grade = 8**. Click the **"Ok"** button.

3. A listing of 8th graders will appear.
4. Click the **"Select all"** box in the upper left. You will see check boxes set for all the students.

	Sch	Student Name
1	<input checked="" type="checkbox"/>	A
2	<input checked="" type="checkbox"/>	A
3	<input checked="" type="checkbox"/>	A
4	<input checked="" type="checkbox"/>	A
5	<input checked="" type="checkbox"/>	A
6	<input checked="" type="checkbox"/>	A

5. At the bottom, click the button **"Print Forms"**. Give it a while to produce the print previews.
6. Print, then distribute the forms. Ask student / parent to sign / date in the bottom **"8th/T9"** cells and return.

SIGNATURE APPROVAL						
	8 th /T9	Date	9 th	Date	10 th	Date
Student						
Parent						
Special Education Teacher						
Counselor/Advisor						