

## Jefferson Parish Procedures - Entering Grad Templates for 8<sup>th</sup> Graders

- *For current 8th graders entering 9th grade:* middle school counselors should use the course request templates on JCampus and should only submit requests for core courses. This is because some high schools do not offer certain elective courses, such as ROTC. Schools can use the table below that shows to see which non-ASA high schools offer ROTC for incoming 9<sup>th</sup> graders:

High School	ROTC Offered
Bonnabel	No
East Jefferson	Yes
Ehret	No
Fisher	No
Grace King	No
Helen Cox	Yes
Higgins	No
Riverdale High	Yes
West Jefferson	Yes

- High school counselors will fill in the remaining course requests for students in March.
- IGPs (Individual Graduation Plan) as per Bulletin 741 January 2020 page 25. See below.

### Chapter 9. Scheduling

#### §901. Scheduling

A. The purpose of scheduling within available time frames and staff resources shall be to meet the educational needs of students.

B. Prior to student scheduling each year, each middle, junior, or high school shall provide the parent/legal custodian with a listing of course offerings including the course choice catalog, the content of each course, and high school graduation requirements where appropriate.

1. **By the end of the eighth grade**, each student shall begin to develop, with the input of his parent(s) or other legal custodians and school counselor, an **individual graduation plan**. Such a plan shall guide the next academic year’s course work. For a student with an exceptionality, except a student identified as gifted or talented and who has no other exceptionality, the student’s IEP team, if applicable, shall assist in developing the individual graduation plan.

2. The individual graduation plan will assist the student in exploring educational and career opportunities and in making appropriate secondary and postsecondary education decisions as part of an overall postsecondary plan.

3. By the end of the eighth grade each student’s individual graduation plan or the student’s IEP, if applicable, shall list the required core courses to be taken through the tenth grade and shall identify the courses taken in the first year of high school.

**JCampus  
Student Course Requests  
9<sup>th</sup> Grade Templates 2021**

**4 x 4 Schools**

<b>1-Approaching Basic or Unsatisfactory ELA/Math (Based on 7<sup>th</sup> grade LEAP scores)</b> <ul style="list-style-type: none"> <li>• Technical Writing</li> <li>• English I</li> <li>• Math Essentials</li> <li>• Algebra I</li> <li>• Civics</li> <li>• PE</li> <li>• Quest for Success</li> </ul>		
<b>2- Regular w/PE</b> <ul style="list-style-type: none"> <li>• English I</li> <li>• Algebra I</li> <li>• Civics</li> <li>• PE</li> </ul>	<b>3- Regular w/Band</b> <ul style="list-style-type: none"> <li>• English I</li> <li>• Algebra I</li> <li>• Civics</li> <li>• Beginner Band</li> </ul>	<b>4- Regular w/ROTC **</b> <ul style="list-style-type: none"> <li>• English I</li> <li>• Algebra I</li> <li>• Civics</li> <li>• ROTC I</li> </ul>
<b>5- Honors-no Carnegie credit</b> <ul style="list-style-type: none"> <li>• English I H</li> <li>• Algebra I H</li> <li>• PE</li> </ul>	<b>6- Honors-Currently taking English I</b> <ul style="list-style-type: none"> <li>• Algebra I H</li> <li>• English II H</li> <li>• PE</li> </ul>	<b>7-Honors-Currently taking Algebra I</b> <ul style="list-style-type: none"> <li>• English I H</li> <li>• Geometry H</li> <li>• PE</li> </ul>
<b>8-Honors-Currently taking Algebra I and English I</b> <ul style="list-style-type: none"> <li>• English II H</li> <li>• Geometry H</li> <li>• PE</li> </ul>	<b>9-LAA1</b> <ul style="list-style-type: none"> <li>• Applied Math I</li> <li>• Applied ELA I</li> <li>• Applied SS I</li> <li>• Applied Science I</li> </ul>	

\*\*ROTC offered at the following non ASA schools: EJ, Helen Cox, Riverdale, and West Jeff.

## JCampus Graduation Template Loader for 8<sup>th</sup> Graders

The Graduation Template Loader in this scenario has current 8<sup>th</sup> 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 year **1920**, 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.

The screenshot shows the 'Student Graduation Template Loader Setup' dialog box. Red arrows point to the 'Year' field (1920), the 'Grades' field (08), and the 'Edit Next School Requests' checkbox. The 'Active Only' checkbox is also checked. The 'As Of Date' is set to Mar 02 2020. The 'Show' options are 'All', 'Sped Only', and 'Non Sped', with 'All' selected. An 'OK' button is at the bottom.

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.
7. **Important:** If you post this early in the spring, please come back and check it to make sure new students that have come in are getting assigned a template. Review it again at the end of the year.

## High School Site Codes for Jefferson Parish

<b>Code</b>	<b>Site Name</b>
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)
125	Kenner Discovery
128	Jefferson RISE
130	Young Audiences Charter High School

## Mass Printing IGP's for 8<sup>th</sup> 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.

Setup-02.20.2020

Year : 1920

District : 026

School : 001

**Grade : 08**

Team :

Counselor :

Special Codes :

As Of Date : Mar 02 2020

Order To List : Alpha Order

Special Ed :  All  Sped Only  Non Sped

504 :  All  504 Only  Non 504

LEP :  All  LEP Only  Non LEP

Print Break on Counselor

Show Remote Scheduled Only

Semester : 1

Advisor :

**OK**

3. A listing of 8<sup>th</sup> graders will appear.
4. Click the **"Select all"** box in the upper left. You will see check boxes set for all the students.
5. At the bottom, click the button **"Print Forms"**. Give it a while to produce the print previews.

Welcome		Dashboard		Mass Print Student IGP	
	<input checked="" type="checkbox"/>	Sch		Student Name	
1	<input checked="" type="checkbox"/>	0		A	
2	<input checked="" type="checkbox"/>	0		A	
3	<input checked="" type="checkbox"/>	0		A	
4	<input checked="" type="checkbox"/>	0		A	
5	<input checked="" type="checkbox"/>	0		A	
6	<input checked="" type="checkbox"/>	0		A	

6. Print, then distribute the forms. Ask student / parent to sign / date in the bottom **"8<sup>th</sup>/T9"** cell and return.

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