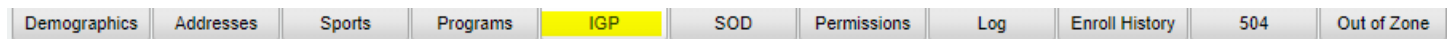


## Reminders / Updates

1. **ACT 833 students who need 5% on LEAP 2025:**
  - a. Don't forget to identify these students in Student Master / Special Codes with a code of "ACS Act 833 student 5%". Start date can be first day of school this year or date determination applies to student. End date can be left blank until condition no longer applies.
  - b. A student's IEP normally is the source as to whether a student is ACT 833 or not. Work with your Special Ed Coordinator at school or district to verify these students.
2. **Paper clip icon next to name of student:**
  - a. Means that there is something belonging to student in Document Archive. Click to see contents of student document archive. Click to view file. Used to have to go to Action / Document Archive / Student to see contents.
3. **Graduates at MidTerm:** The best report to check for items needed for graduation is to run the Carnegie Units Earned Report and check for the stuff needed to get them as graduates in state STS system:
  - a. Check for Diploma Path, Test Scores to graduate indicator, Consent (pii), FASFA, Career Options, IBC's earned, etc...
  - b. Still do the old-school print of transcripts to check for courses earned to graduate.

## Student Master - IGP

This program will provide a multitude of information on the IGP tab pertaining to the student chosen. This information will be explained in sections.



### Main

1. **Diploma Type** – No longer used. Ignore.
2. **Diploma Endorsements** - This will allow you to enter Diploma Endorsement codes for individual students. Choose from the Diploma Endorsement choices in the popup list.
  - a. Goes to STS Transcript system. Typically entered right before graduation time.
  - b. **Have a bunch to do?** There is a Diploma Endorsement Loader. Just be sure to set to "Append" and not "Replace".
  - c. \*There is some debate as to how much these are counted in STS for school accountability. If district staff have indicated to do this, then yes, maintain it.
3. **Potential TOPS Eligibility** – Optional. This blank will allow you to enter TOPS codes for individual students. Choose from the TOPS choices in the popup list.
4. **Post Secondary Plans** – Optional. This blank will allow you to enter Post Secondary Plans for individual students. Choose from the Post Secondary Plans choices in the popup list.
5. **Diploma Curriculum** – Mandatory "diploma pathway" for student to graduate. Comes from Student Master / Special Codes field. The diploma pathway towards the diploma type will be displayed here.
6. **IBC** – All Tops Tech Jump start students need this prior to graduation. The student's IBCs are displayed here. If the user clicks on the blue IBC, a chart will appear.
  - a. Two systems being fed from here: STS 50 records are sent based on data in table. Copies of IBC earned are sent to Escholar.
  - b. Enter across the row, then associate with an upload of a scanned document IBC.
  - c. **Make sure each entry on the table has a matching scanned document.**

- d. **How to check?** Run the [IBC Document Link](#) to check for each IBC matches to a stored document file.
- e. **Tip:** You can do the same task in Transcript workstation. There is a blue IBC link at top there also.
- 7. **Career Options** – Required for Tops Tech Jump Start Students. This blank will allow you to enter Career Options for individual students. Choose from the Career Options choices in the popup list.
- 8. **Work Force Plans** – Optional. This blank will allow you to enter Work Force Plans for individual students. Choose from the Work Force Plans choices in the popup list.
- 9. **FAFSA** – Required to graduate. Comes from Student Master / Special Codes. The student's FAFSA code will be displayed here.
- 10. **Academic Support Plan Attached (T9 only)** – Optional: To add a T9 academic plan upload the file in Doc Archive in the correct folder. NOTE: Folder has to be setup in JCampus first by system administrator.
- 11. **Graduation** – Optional: Enter the student's projected graduation year.
- 12. **GPA** – Optional: Displays the cumulative gpa from most recent calculation. Click to enter a student's desired "goal" GPA.
- 13. **ACT** – Optional: Will display the ACT scores from Test Score Editor. Can enter a "goal" composite ACT score.
- 14. **Community Service** – Optional, but handy: Enter the student's community service information for the current year.
- 15. **Scholarship** – Optional, but pretty handy: Enter the amount of scholarship(s) the student has earned.
- 16. **Advanced Courses** – Display only: Shows the advanced courses the student has earned credit for such as IB, DE, AP.
  - a. These mostly are determined by either state course code on transcript, or course type in course catalog.

**17. Course Selections For Chosen Pathway**

Course Selections For Chosen Pathway

Passed Required Graduation Test Components: N

Graduation Templates :  14 -

Subject	6-8/T9	9th	10th	11th	12th	Graduation Tracker			
						Req	Earned	Enrolled	Must Complete
English		ENGLISH I ( B 1.0)				1.0	1.0		
Math		ALGEBRA I ( C 1.0)	ALGEBRA II GEOMETRY	ALGEBRA II	ADV MATH I	5.0	1.0		4.0
Science		BIOLOGY ( B 1.0)				1.0	1.0		
SS	WRLD GEOG_JR HI ( ...	CIVICS-FR ENT ( B 1.0)				2.0	2.0		
Health	HEALTH ED 8 ( A 0.5)					0.5	0.5		
PE		PHYSICAL ED I PHYSICAL ED I AB ( A...				2.0	1.0	1.0	1.0
FL		SPANISH I ( C 1.0)				1.0	1.0		
Arts									
Elective/CTE		INTRO TO BCA ( B 1.0)		DE BUSINESS CALC		2.0	1.0		1.0
Electives									
Total Credits	1.5	7.0				14.5	8.5	1.0	6.0

Display Long Course Names  : Default Language

- a. **Passed Required Graduation Test Components** - Indicates if the student has passed all required components of the graduation test (Y/N).
- b. **Graduation Templates** - Click in the box to schedule the student to a graduation template. Templates are previously created in the Graduation Template Editor. It will display template year, number, name, description, etc.
  - i. In a session on scheduling, users would be shown how to make a batch set of requests for various groups and then assign them to students.
  - ii. Can be for upcoming year, or multiple years into the future.
- c. **Subject - Course Group**
  - i. Where do these come from?
    - 1. Requests for the future (From Schedule Maintenance / Unscheduled Requests, From Load Student Course Requests, From Pattern Board, From Graduation Template)

- 2. Current year courses (In bold type)
- 3. Transcript credits from the past (shows credit earned in parenthesis)
- ii. **6-8/T9** - Course and credits for grades 6-8 or 9th grade transition from student's transcript or earned grade for the course.
- d. **9th - 12th** - Course and credits for grades 9th-12th from student's transcript or earned grade for the course.
- e. Graduation Tracker
  - i. Req – Not doing what you think it is going. Graduation tracker required credits.
  - ii. **Earned** – Focus on this one. Graduation tracker earned credits from student's transcript or grade earned from the course.
  - iii. Enrolled – Graduation tracker enrolled credits: credits from courses without a final grade from the student's current year schedule and any future year schedule.
  - iv. Must Complete – Graduation tracker credits left to complete - note that the row total from this column is the sum of this column's credits and not the difference of required and earned credits since the student may earn more credits that what is required.
- f. **Display Long Course Names** - Select to audit by long course name instead of the course records short name as recorded in the Course Catalog..

18. **Extracurricular**- Automatically pulls from Sports and Clubs associated with student in Student Master

Activities	6-8/T9	9th	10th	11th	12th
Extracurricular					

19. **Awards/IBCs**- Automatically pulls from IBC's entered on student.

Year Earned	Code	Description

20. **Assessments**- Displays test results from the student's Test Score Editor information.

Assessment	Courses	Scores	Courses	Scores	Courses	Scores	Courses	Scores	Courses	Scores	Personal	
											Instrument	Scores
No items to show.												

21. **Employment**- Optional: Enter any employment details about the student if needed.

22. **Clusters, Concentration, Program Type and Local/Industrial:** These are the old Career fields from years ago and are likely not needed unless there are some really, really, old students at the school. May be needed if you are trying to put in for a student who has a record from years ago and is trying to get updated information to the state?

Cluster :	Concentration :	Program Type :	Local/Industrial :
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>