



Synergy[™]

Student Information System

Synergy SIS[©]

Course History User Guide



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First Edition, April 2009
Second Revision, September 2009
Third Revision, March 2010
Fourth Revision, June 2011
Fifth Revision, March 2013
Sixth Revision, April 2013

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ABOUT THIS GUIDE

DOCUMENT HISTORY

Date	Volume	Edition	Revision	Content
April 2009	1	1	1	Initial release of this document
September 2009	1	1	2	Updated to include changes from the July 2009 release
March 2010	1	1	3	Updated to include changes from the November 2009 release and the February and March 2010 patches
June 2011	1	1	4	Updated to include changes from the June 2011 release
March 2013	1	1	5	Updated to include changes through the March 2013 release of Synergy SIS version 8.0
April 2013	1	1	6	Updated to include changes through the April 2013 release of Synergy SIS version 8.0.0.2

CONVENTIONS USED IN THIS GUIDE

Bold Text

Bold Text - Indicates a button or menu or other text on the screen to click, or text to type.



Tip – Suggests advanced techniques or alternative ways of approaching the subject.



Note – Provides additional information or expands on the topic at hand.



Reference – Refers to another source of information, such as another manual or website



Caution – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

Before using any of the Edupoint family of software products, please make sure the computer hardware and software meet the minimum requirements.



Caution: The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy SIS. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging in to any Edupoint product.

Chapter One: VIEWING COURSE HISTORY

This chapter covers:

- ▶ Overview of Course History
- ▶ The Student Course History Screen
- ▶ Course History
- ▶ GPA
- ▶ Graduation Requirements
- ▶ Comments
- ▶ Achievements
- ▶ Request Tracking
- ▶ Grade Comment History
- ▶ Waivers
- ▶ Menu Options

OVERVIEW OF COURSE HISTORY

This guide illustrates how to view and edit data in the following Course History screens:

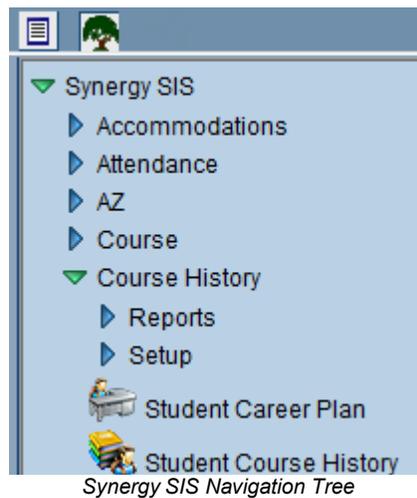
- Student Course History
- Student Career Plan
- Student CTE (Career and Technical Education)
- Student School Attended History
- Student Service Learning
- Student Work Sample History

It also describes the associated reports.

The companion to this user guide, *Synergy SIS – Course History Administrator Guide*, covers the setup and configuration required for the screens listed above. It also covers the setup of graduation requirements and GPA definitions, because student course history relies on them. And it covers the customization and configuration of the two most commonly used reports, Student Transcript and Student Graduation Check. Finally, the Administrator Guide shows how to update the student course history, school attended history, verified credit history, and student CTE records for the entire school.

A Note About Navigation

To indicate how to find screens, this guide uses shorthand like **Synergy SIS > Course History > Student Course History**, which means: In the Navigation Tree (also called PAD Tree), click **Synergy SIS** (if necessary to open it), then **Course History** (if necessary to open it), and then **Student Course History**.



If the Navigation Tree pane itself is not open, click the Tree button.



THE STUDENT COURSE HISTORY SCREEN

The Student Course History screen has tabs that provide the following information:

- The **Course History** tab provides an overview of the student's academic progress, including courses taken, marks received, and their conduct in the course.
- The **GPA** tab provides the student's GPA and class rank.
- The **Graduation Requirements** tab shows the student's completion of subject area and credit graduation requirements as well as any tests required for graduation.
- The **Comment** tab allows educators to add comments to be shown on the student transcripts.
- The **Achievements** tab provides an area where a student's academic honors can be recorded for display on the transcript.
- The **Request Tracking** tab shows a listing of people and institutions that have requested a copy of a student's transcript.
- The **Grade Comment History** tab adds comments for a grading period on an elementary transcript.
- The **Waivers** tab allows district-level waivers to be applied to individual students' graduation requirements.

To find a student's course history record, there are two methods: Scroll and Find.

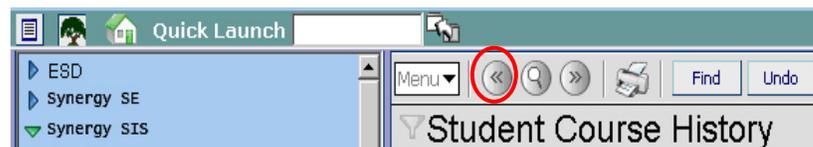
To scroll through the student records to find the student:

1. Click the Next button  at the top of the screen to advance to the first student's records. Records are sorted alphabetically by last name, so the first student to appear most likely has a last name that starts with A.



Right Scroll Button

2. To scroll in reverse alphabetical order, click the Previous button .



Left Scroll Button

3. Continue clicking the buttons until the desired student record appears.

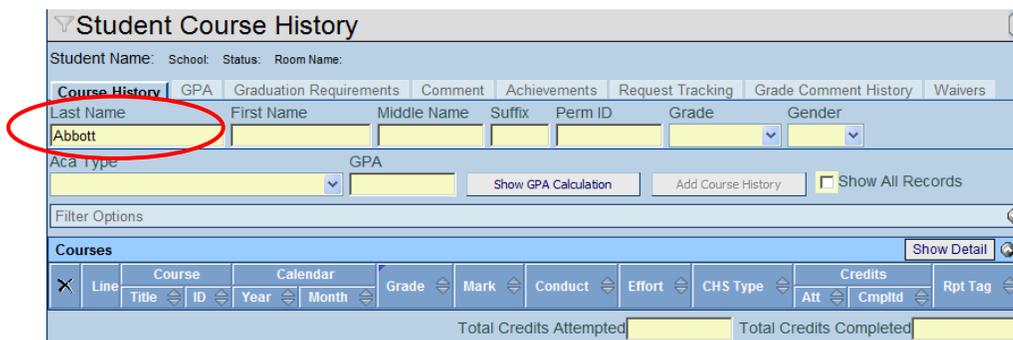
To switch to Find mode to look for the student records:

1. Click the Find Mode button .



Find Mode Button

2. Enter either the whole last name or the first part of the last name of the student in the **Last Name** box.



Finding By Last Name

3. Click the **Find** button or press the Enter key. The first student record that matches the search criteria appears. Then use the Next button if needed to find the exact student.



Note: In Find mode, students can also be found by searching by any of the yellow fields on the screen. Entering anything in any box but the first one opens a window with a list of students matching the criteria. To select a student, click the name, and the student record appears in the **Student Course History** screen. Close the pop-up window after selecting the record. For more information about finding students in any screen, refer to the *Synergy SIS – Student Information User Guide*.

COURSE HISTORY

The **Course History** tab provides an overview of the student's academic progress, including courses taken, marks received, and conduct in the course. An automatic process can enter course history based on the student's grading records at the end of each term or semester, as described in the *Synergy SIS – Course History Administrator Guide*. You can also enter course information manually, in the case of transfer courses, for example.

Student Course History
 Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **403**

Course History | GPA | Graduation Requirements | Comment | Achievements | Request Tracking | Grade Comment History | Waivers

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male**

Aca Type: **GPA** CUR GPA - Current Marking Period: **3.413** Show GPA Calculation Add Course History Show All Records

Filter Options

Line	Course		Calendar		Audit Class	Grade	Mark	Conduct	Effort	CHS Type	Credits		Rpt Tag
	Title	ID	Year	Month							Att	Complid	
1	English 9	EN09	2001	12	<input type="checkbox"/>	09	F+			High School	0.500	0.000	
2	Science 9	SC09	2001	12	<input type="checkbox"/>	09	C				0.500	0.500	
3	Stu Asst Cours	SA62	2001	12	<input type="checkbox"/>	09	P				0.500	0.500	
4	Symphonic Band	MU21	2001	12	<input type="checkbox"/>	09	C				0.500	0.500	

Student Course History Screen, Course History Tab

Across the top of the tab is the student information: **Last Name, First Name, Middle Name, Suffix, Perm ID** (Synergy SIS ID number), **Grade** (current grade level), and **Gender**. This information is displayed on the top of every student-related screen and can be edited in the **Student** screen only (**Synergy SIS > Student > Student**). Other information displayed on this tab is specific to course history.

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

Course History Tab, Student Information

Below the top row of student information, the student's **GPA** is displayed. You can select the type of GPA displayed in the **Aca Type** list.

Aca Type	GPA
CUM GPA - Cumulative GPA	2.085

Show GPA Calculation

Course History Tab, Student GPA

To display how the GPA is calculated, click the **Show GPA Calculation** button.

Close

Student GPA Detail

Student Name: **Abbott, Billy C.**

GPA Calculation Data

Line	Course ID	Term Code	Mark Source	Repeat Tag	Base Credits	Acad Type	Mark	Mark Point Value	Grade Period Weight	Credit		Grade Points / Quality Points	GPA Bonus	Skip Reason	
										Attempted	Completed				
1	EN09	Fall	Course History	R	0.500	R	F	0	1.0	0.000	0.000	0.000	0.000	0	Repeat tag filter applied - Not used in GPA
2	SC09	Fall	Course History		0.500	R	C	1.66000	1.0	0.500	0.500	0.500	0.830	0	
3	SA62	Fall	Course History		0.500	R	P		1.0	0.000	0.000	0.000	0.000	0	Mark not defined
4	MU21	Fall	Course History		0.500	R	C	1.66000	1.0	0.500	0.500	0.500	0.830	0	
5	SS21	Fall	Course History		0.500	R	D	0.66000	1.0	0.500	0.500	0.500	0.330	0	
6	MA27	Sprin	Course History		1.500	R	A	3.66000	1.0	1.500	1.500	1.500	5.490	0	
7	EN09	Sprin	Course History		0.500	R	C	1.66000	1.0	0.500	0.500	0.500	0.830	0	
8	SC09	Sprin	Course History		0.500	R	D	0.66000	1.0	0.500	0.500	0.500	0.330	0	
9	MU21	Sprin	Course History		0.500	R	B	2.66000	1.0	0.500	0.500	0.500	1.330	0	
10	SS22	Sprin	Course History		0.500	R	C	1.66000	1.0	0.500	0.500	0.500	0.830	0	
11	MU29	Fall	Course History		0.500	R	D-	0.33000	1.0	0.500	0.500	0.500	0.165	0	
12	MU41	Fall	Course History		0.500	R	B	2.66000	1.0	0.500	0.500	0.500	1.330	0	
13	PA90	Fall	Course History		0.500	R	B	2.66000	1.0	0.500	0.500	0.500	1.330	0	
14	MA31	Sprin	Course History		0.000	R	F	0.00000	1.0	0.000	0.000	0.000	0.000	0	Mark not marked for credit
15	SC49	Sprin	Course History		0.500	R	D	0.66000	1.0	0.500	0.500	0.500	0.330	0	

1 2 3

Definition Details

GPA Calculation Formula

Total Points (41.215) / Total Credit Weight (20.000) + Post GPA Bonus (0.000) = GPA/QPA (2.060) Raw Value (Prior To Rounding) (2.06075)

Additional GPA Information

GPA Definition (Cumulative GPA) GPA Grade Type (CUM GPA)

GPA Definition Details

Low Grade (09) High Grade (12) Weight GPA By Credit (Use Credit Weighting) Rounding (No Rounding (fractions are dropped)) Decimals To Store (3)

Do Not Use Grade Period Weight Grid

Repeat Tag

Line	Repeat Code	Name	Include In GPA Calculation	Include Credit
1	X	Repeat, failure	<input checked="" type="checkbox"/>	Included in Credits Attempted
2	R	Repeat, no impact	<input type="checkbox"/>	Not Included in Credits Attempted or Completed

Student GPA Detail Screen

The **Student GPA Detail** screen shows all the student’s courses and how the GPA is calculated for each course and overall. The grade point value for each course is the **Mark Point Value** times the **Credit Completed**. The grade point values are totaled for all courses and then divided by the total credit weight, as shown in the **GPA Calculation Formula**. To view the details of the GPA calculation, click the Maximize button on the right side of the box labeled **Definition Details** (circled in red above).

Definition Details

Weighted Definition:

Grade Period Weight: Value comes from Grade Period Weight Grid in grading setup based on Term and Grading Period.
 Credit Attempted = Base Credit x Mark Point Value
 Credit Completed = Base Credit x Mark Point Value
 Credit Weight = Credit Attempted
 Grade Points = Credit Completed x Mark Point Value
 GPA = Summation of Grade Points / Summation of Credit Weight

****Important Information****

- If the Course History Transfer pct. grid has values for a grading period, that period is considered a posting period and the system will always use those values for the GPA calculation regardless of what is entered in the Grade Period Weight Grid.
- Once grades have been posted to Course History, the system never goes back to the grid regardless of whether or not the - Do not use Grade Period Weight Grid - option is selected, and the Credit Weight will always be 1.0.

GPA Definition Details

To close the **Student GPA Detail** screen, click the **Close** button at the top of the screen.

Below the GPA on the **Course History** tab is the **Courses** grid that displays a list the courses in which a student has enrolled. The student course history is displayed in chronological order, beginning with the earliest courses.

Line	Title	Course ID	Year	Month	Audit Class	Grade	Mark	Conduct	Effort	CHS Type	Credits Att	Credits Cmpltd	Rpt Tag
1	English 9	EN09	2001	12	<input type="checkbox"/>	09	F+			High School	0.500	0.000	Repeat, no impact
2	Science 9	SC09	2001	12	<input type="checkbox"/>	09	C			High School	0.500	0.500	
3	Stu Asst Cours	SA62	2001	12	<input type="checkbox"/>	09	P			High School	0.500	0.500	

Course History Tab, Courses Grid

If the list is too long for one page, numbers appear at the bottom of the course list.

20	Symphonic Band	MU38	2002	12	10	A			0.500	0.500			
<p>1 2 3</p>													
Total Credits Attempted										21.500	Total Credits Completed		20.000

Course History Tab, Page Numbers

To see the other page(s) of courses, click the numbers. To show all courses on one page, check the **Show All Records** box.

Student Course History

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **403**

Course History | GPA | Graduation Requirements | Comment | Achievements | Request Tracking | Grade Comment History | Waivers

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male**

Aca Type: GPA: **2.1** Show GPA Calculation Add Course History Show All Records

Course History Tab, Show All Records

The **Total Credits Attempted and Completed** are also shown at the bottom of the screen.

20	Symphonic Band	MU38	2002	12	10	A			0.500	0.500			
<p>1 2 3</p>													
Total Credits Attempted										21.500	Total Credits Completed		20.000

Course History Tab, Total Credits

The list of courses displayed can also be filtered: Click the Maximize button for the **Filter Options** section.

Student Course History

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **216**

Course History | GPA | Graduation Requirements | Comment | Achievements | Request Tracking | Grade Comment History | Waivers

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male**

Aca Type: GPA: **2.077** Show GPA Calculation Add Course History Show All Records

Filter Options

Courses

Student Course History Screen, Filter Options Section

Enter information into any or all of the boxes in the **Filter Options** section, and click the **Filter** button.

To show all courses again, remove the filter criteria and click the **Filter** button.

- **Course Title and ID** – the name of the course and its ID from the District Course screen. This information may also be overridden by editing the course history.
- **Calendar Year and Month** – the year and month the student received credit for the course.
- **Grade** – the grade level of the student when the course ended.
- **Mark** – the mark earned in the course.
- **Conduct** – the student’s conduct in the course may be rated by selecting a value from the drop-down, such as satisfactory or needs improvement.
- **Effort** – the student’s effort in the course may also be rated by selecting a value from a drop-down.
- **CHS Type** – the course may be assigned a specific course history type in the column, such as High School or Middle School.
- **Credits Att and Cmpltd** – the number of credits assigned to the course in the District Course screen is displayed as the credits attempted, and if the student successfully completed the course, the credits are displayed in the **Cmpltd** column. This information may also be overridden by editing the course history.
- **Rpt Tag** – if this course was taken by the student more than once (to pass a failed course or improve the GPA), a code appears in this column.

Courses													Show Detail
Line	Course		Calendar		Grade	Mark	Conduct	Effort	CHS Type	Credits		Rpt Tag	
	Title	ID	Year	Month						Att	Cmpltd		
1	English 9	EN09	2007	12	09	F				0.500		Repeat, no impact	
2	Science 9	SC09	2007	12	09	C				0.500	0.500		
3	Stu Asst Couns	SA62	2007	12	09	P				0.500	0.500		
4	Symphonic Band	MU21	2007	12	09	C				0.500	0.500		
5	World Hist/g	SS21	2007	12	09	D				0.500	0.500		
6	Algebra I	MA27	2008	5	09	A				1.500	1.500		
7	English 9	EN09	2008	5	09	C				0.500	0.500		
8	Science 9	SC09	2008	5	09	D				0.500	0.500		
9	Symphonic Band	MU21	2008	5	09	B				0.500	0.500		
10	World Hist/g	SS22	2008	5	09	C				0.500	0.500		
11	Beg Guitar	MU29	2008	12	10	D-				0.500	0.500		
12	March Band	MU41	2008	12	10	B				0.500	0.500		
13	Thea Arts I	PA90	2008	12	10	B				0.500	0.500		
14	Alt Geometry	MA31	2009	5	10	F				0.000			

Course History Tab, Courses Grid

Additional information about each course is available in the detail screen of each course. To show the detail screen of the courses, click the **Show Detail** button at the top of the **Courses** section.

Courses													Show Detail
Line	Course		Calendar		Grade	Mark	Conduct	Effort	CHS Type	Credits		Rpt Tag	
	Title	ID	Year	Month						Att	Cmpltd		
1	English 9	EN09	2007	12	09	F				0.500		Repeat, no impact	
2	Science 9	SC09	2007	12	09	C				0.500	0.500		

Courses Grid, Show Detail Button

The detail screen appears to the right of the course list. The information displayed in the detail screen corresponds to the course highlighted to the left. To move between courses, click the **Line** number of the course on the left.

The screenshot displays the 'Courses' application interface. On the left is a grid of courses with columns for 'Line' and 'Course'. Line 1 is highlighted in red and contains 'English 9'. The right side of the screen shows the detailed view for this course, organized into several sections: 'Student Course Information' (with sub-sections for School and Year information), 'District Course Information', 'Last Change Information', 'Course Information', and 'Verified Credit' sections (1 and 2). At the bottom of the detail view, there are summary statistics: 'Total Credits Attempted: 27.000' and 'Total Credits Completed: 21.500'.

Courses Grid, Course Detail

The information displayed in the detail screen includes:

- **School Information** – the school where the course was taken. This can be either a **District School** or a **Non-District School**. It can also show the **School Attended** record tied to the course.
- **Year Information** – information related to dates and terms.
 - **Calendar Month** and **Calendar Year** – the month and year the student received credit for the course.
 - **School Year** – the beginning year for the school year in which the course was taken. For example, if the course was taken in the 2002-2003 school year, the school year would be displayed as 2002.

- **Term Code** – the code for the term, such as **S1** for the first semester or **Q1** for the first quarter, for which the course is recorded in your system. In the case of a course transferred from another district, this might not be the term in which the course was actually taken, which is **Term Code Actual**.
- **Year Title (Regular, Night...)** – the type of school year in which the course was taken. For example, if the course was taken during summer school, **Summer** is displayed.
- **Grade** – the grade level of the student when the student received credit.
- **Term Code Actual** – the code for the term (such as quarter or trimester) in which the course was actually taken. In the case of a course transferred from another district, this might not be the same as the **Term Code** for your district.
- **District Course Information** – in case the **Course ID** and **Course Title** are overridden in the **Course Information** section below, the original **Course ID** and **Course Title** from the **District Course** screen are displayed here.
- **Last Change Information** – the last time the student course history information was modified. This section displays the user name of the person who made the last change to this student's record in the **Last Change User** field, and the date of the change in the **Last Change Date** field.
- **Course Information** – details about the course and the student's performance.
 - **Course ID** and **Course Title** – the ID and name of the course. This information is generally from the District Course screen but can be overridden here.
 - **Credit Attempted** and **Credit Completed** – the number of credits assigned to the course, and the number of credits awarded to the student.
 - **Teacher Name** – the name of the teacher of the course.
 - **Substitute Credit Reason** – reason that credit for this course was given as substitute credit.
 - **College Code** – if the course was a college course, the ID of the college.
 - **College Course Code** – if the course was a college course, the course number.
 - **College Course Title** – if the course was a college course, the course title.
 - **College Credit Earned** – if the course was a college course, the credit earned.
 - **Mark** – the mark earned in the course.
 - **Numeric Mark** – indicates whether the mark in the **Mark** field is numeric.
 - **Skill Proficiency** – for career planning, the student's proficiency in the skill associated with the course can be judged by a district-defined standard.
 - **CHS Type** – the course may be assigned a specific course history type, such as High School or Middle School.

- **Att 1** and **Att 2** – two codes for the student’s attendance in the course may be entered. This information may be automatically generated from grading records, or manually entered.
- **Verified Credit 1** and **Verified Credit 2** – if the district uses verified credit, each course can be marked as awarded, locally awarded or transferred for each verified credit discipline assigned to the course. A note may also be added to explain the verified credit status.

GPA

On the **GPA** tab, the Student Course History screen provides the student’s GPA and overall class rank. This tab displays all GPA definitions that have been set up.

Student Course History							
Student Name: Abbott, Billy C. School: Hope High School Status: Active Room Name: 216							
Course History GPA Graduation Requirements Comment Achievements Request Tracking Grade Comment History Waivers							
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender	
Abbott	Billy	C		905483	12	Male	
Grading Summary							
Line	GPA Definition	GPA Definition Type	Mark			Class Rank	%ile Rank
			GPA	NGA	QPA		
1	Cumulative GPA	CUM GPA	2.020			721 out of 822	12
2	Grant (10-11)	Grant GPA	2.27			617 out of 822	24

Student Course History, GPA Tab

For each GPA, it lists the name of the **GPA Definition** used and the **GPA Definition Type** (the code name assigned to the definition) as they have been configured in the GPA Definition Setup.

The **Mark** column shows the average as defined in the GPA Definition. The average may be setup as a grade-point average based on alphabetically marks such as A, B, C, etc. (**GPA**), a numeric grade average based on numeric marks such 90, 80, 70, etc. (**NGA**), or a quality point average based on numeric marks set to equal quality points such as 5.0, 4.0, etc. (**QPA**).

Each definition also lists a different **Class Rank** for each student. The class rank is based on active students at the student’s current grade level at the current school. Ranking starts at the highest average and moves downward, so a student with a Class Rank of 10 out of 50 has the 10th highest GPA in the class out of 50 active students at that grade level. The **%ile Rank** column shows the class rank as a percentile, so a student with a 92 percentile rank has one of the top 8% GPAs in the class, or a GPA higher than 92% of the class.

GRADUATION REQUIREMENTS

The **Graduation Requirements** tab shows the student's completion of subject area and credit graduation requirements as well as any tests required for graduation.

Student Course History

Student Name: **Abbott, Billy C.** School: Hope High School Status: Active Room Name: 216

Course History | GPA | **Graduation Requirements** | Comment | Achievements | Request Tracking | Grade Comment History | Waivers

Last Name: Abbott First Name: Billy Middle Name: C Suffix: Perm ID: 905483 Grade: 12 Gender: Male

Graduation Status: Graduation Date:

Graduation Requirement Options

Course Credit Requirement(s)

Line	Subject Area	Credits			
		Required	Completed	In Progress	Remaining
1	Total	21.000	14.500	3.500	6.500
2	English	5.000	0.500	0.500	4.000
3	Mathematics	2.000	1.500	0.000	0.500
4	Laboratory Science	2.000	2.000	0.000	0.000
5	History & Social Studies	2.500	0.500	0.000	2.000
6	Fine Arts or CTE	1.000	1.000	0.000	0.000
7	Electives	8.500	9.000	3.000	0.000
8	Total	21.000	14.500	3.500	6.500

Verified Credit(s)

Line	Course Discipline	Credits		
		Required	Completed	Remaining
1	Total	3	2	1
2	Laboratory Science	3	2	1
3	Total	3	2	1

Testing Requirement(s)

Line	Test Name	Performance Level	Score	Test Result
1	AIMS Reading	Approaches		Not Passed
2	AIMS Writing	Exceeds		Passed
3	AIMS Math	Meets		Passed

Color Key
 - Meets Requirements
 - Does Not Meet Requirements

GPA Requirement

GPA Name	GPA Required	GPA
CUM GPA	2.000000	2.06

Service Learning Requirement

Service Learning Hours Required	Service Learning Hours
40.00	60.00

Student Course History Screen, Graduation Requirements Tab

At the top of the screen, the student's **Graduation Status** and **Graduation Date** are displayed, if the student has graduated. The status can be defined to indicate how the student graduated, such as **Graduated using standard requirements** or **Graduated via GED**.

Multiple sets of graduation requirements can be defined for a school or district, but the **Graduation Requirements** tab shows only one at a time. To select which graduation requirements definition is displayed:

1. Click the Maximize button on the right side of the **Graduation Requirement Options** box.

Student Course History

Student Name: **Abbott, Billy C.** School: Hope High School Status: Active Room Name: 216

Course History | GPA | **Graduation Requirements** | Comment | Achievements | Request Tracking | Grade Comment History | Waivers

Last Name: Abbott First Name: Billy Middle Name: C Suffix: Perm ID: 905483 Grade: 12 Gender: Male

Graduation Status: Graduation Date:

Graduation Requirement Options

Graduation Requirement Options, Drop-Down Button

2. Select the **Graduation Requirement** in the list.

Graduation Requirement Options Expanded

3. To include the courses in which the student is currently enrolled, make a selection in the **Add Work In Progress** list. **Student Schedule** displays the credits for all of the student's enrolled courses, and **Student Grades** includes only those courses for which a grade has been entered.
4. **Diploma Attempted Types** – If multiple types of diplomas are defined, and the student has expressed interest in earning various types, those are shown here.
5. If work in progress is included, check the terms or semesters to use under **WIP Term Definitions**.
6. Click the **Apply Requirement** button to display the student's progress toward the selected requirement.

Based on Graduation Requirement selected under Graduation Requirement Options, the student's progress toward completing the credit requirements are displayed in the **Course Credit Requirement(s)** section.

Line	Subject Area	Credits			
		Required	Completed	In Progress	Remaining
1	Total	22.000	6.000	0.000	16.000
2	Fine Arts or Career Tech Ed.	1.000	1.000	0.000	0.000
3	Health and Physical Education	2.000	0.000	0.000	2.000
4	Electives	4.000	2.000	0.000	2.000
5	English	4.000	0.000	0.000	4.000
6	Mathematics	4.000	2.000	0.000	2.000
7	Laboratory Science	3.000	1.000	0.000	2.000
8	History and Social Science	4.000	0.000	0.000	4.000
9	Total	22.000	6.000	0.000	16.000

Graduation Requirements Tab, Course Credit Requirements Grid

The **Course Credit Requirement(s)** section lists all **Subject Areas** required for graduation. For each **Subject Area**, the following information is displayed:

- **Credits Required** – the number of credits required for the subject area.
- **Credits Completed** – the number of credits the student has successfully completed.
- **Credits In Progress** – if a work in progress option was selected in the Graduation Requirements Options above, the total number of credits in each subject area currently in the student's schedule or graded is shown.
- **Credits Remaining** – the credits the student still needs to complete.

If the district uses verified credit, the course disciplines required for verified credit are displayed in the **Verified Credit(s)** section. For each discipline, it shows the number of credits required, the number of credits completed, and the number of credits remaining to complete the requirement.

Verified Credit(s)				
Line	Course Discipline	Credits		
		Required	Completed	Remaining
1	Total	3	2	1
2	Laboratory Science	3	2	1
3	Total	3	2	1

Graduation Requirements Tab, Verified Credit Grid

If tests are required for graduation, these tests are displayed in the **Testing Requirement(s)** section. These tests may include tests required by the state as well as other tests.

Testing Requirement(s)				
Line	Test Name	Performance Level	Score	Test Result
1	SOL English	Below Standard	343	Not Passed
2	SOL Mathematics	Meets Standard	355	Not Passed
3	SOL Social Science	Meets Standard		Passed
4	SOL History / Social Science			Not Taken

Graduation Requirements Tab, Testing Requirements Grid

The testing requirements section lists all tests required for graduation. For each test, the following information is displayed:

- **Test Name** – the name of the test as defined in the Test History setup.
- **Performance Level** and **Score** – the test requirement can be defined to show the performance level, the raw score achieved, both, or neither.
- **Test Result** – the overall result is shown as **Passed**, **Not Passed**, or **Not Taken**.



Note: In the **Course Credit Requirements**, **Verified Credit** and **Test Requirements** sections, if a subject area requirement or test requirement has been completed, the line appears white. For requirements that have not been completed, the line is pink. On certain flat-panel monitors, the monitor may need to be seen from the side to see the color difference.

The **GPA Requirement** section shows the GPA definition used to define the requirement, the minimum GPA required, and the student's current GPA.

GPA Requirement		
GPA Name	GPA Required	GPA
CUM GPA	1.000000	3.66

Graduation Requirements Tab, GPA Requirement

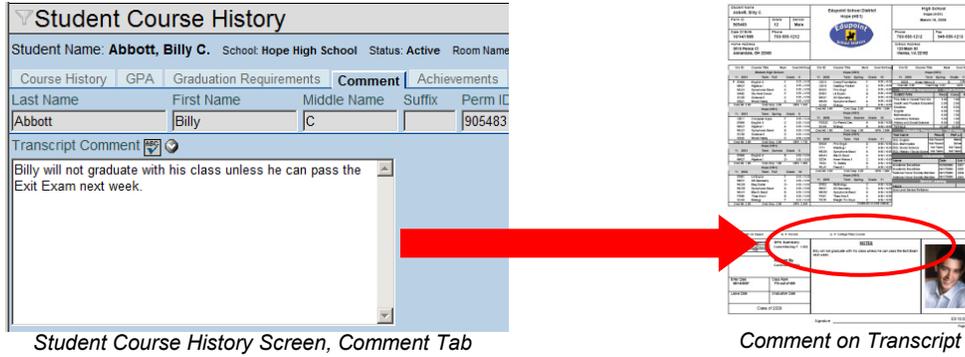
The **Service Learning Requirement** section displays the number of **Service Learning Hours Required** and the number of **Service Learning Hours** the student has completed.

Service Learning Requirement	
Service Learning Hours Required	Service Learning Hours
10.00	0

Graduation Requirements Tab, Service Learning Requirement

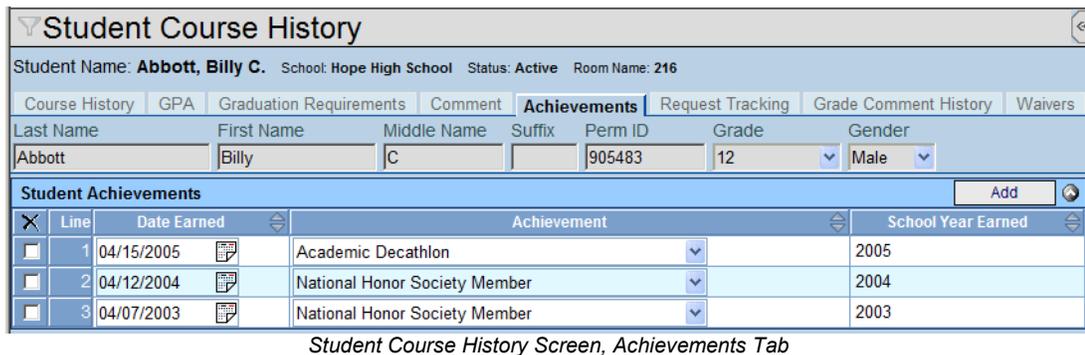
COMMENTS

The **Comment** tab allows educators to add comments to be shown in the Notes section at the bottom of the student transcript.



ACHIEVEMENTS

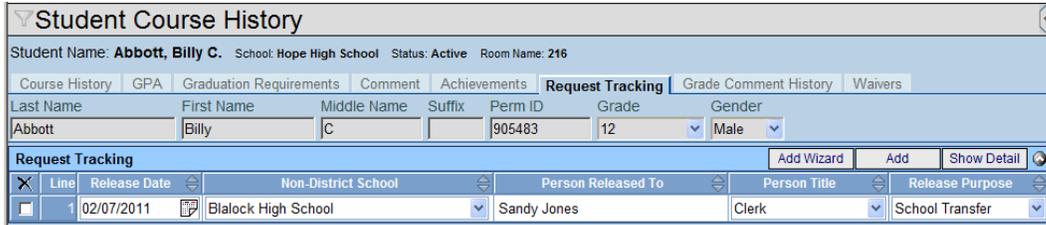
The **Achievements** tab provides an area where a student's scholastic honors can be recorded.



Each achievement is entered with the date the achievement was earned as well as the school in which it was earned. The achievements can also be displayed on the student transcript.

REQUEST TRACKING

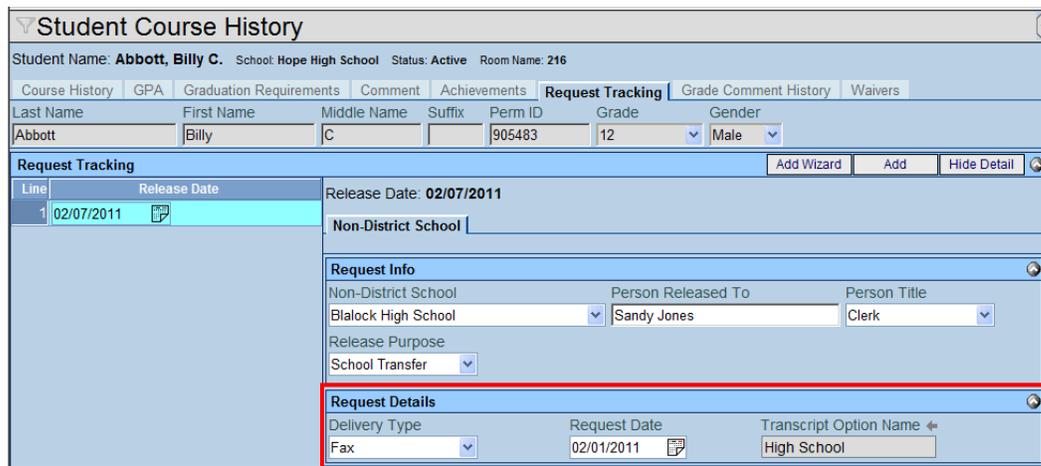
The Request Tracking tab lists each time a student’s transcript was sent upon request to a non-district school, such as a college or transfer school.



Student Course History Screen, Request Tracking Tab

For each request, the date the transcript was released is listed with the name of the non-district school that made the request. The name and title of the person who made the request, and the reason for the request, can also be shown.

Click the **Show Detail** button to see additional details. Click the **Line** number on the left to see details of how the request was delivered, the date the request was made, and which transcript definition was used.



Request Tracking, Detail Screen

GRADE COMMENT HISTORY

On the **Grade Comment History** tab, you can enter comments for display on elementary transcripts. These comments are shown on the transcript in the school header, if no courses are listed for the grading period entered in the comment, or below the courses for the grading period.

Student Course History						
Student Name: Aaron, Ian School: Adams Elementary Status: Active Room Name: 0002						
Course History GPA Graduation Requirements Comment Achievements Request Tracking Grade Comment History Waivers						
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Aaron	Ian			129442	04	Male
Grade Comments						
Add Show Detail						
Line	Comment	Calendar		School Year	Teacher Name	
		Year	Month			
1	Spectacular progress!	2012	12	2012	Smith	

Student Course History Screen, Grade Comment History Tab

For each comment, the month and year, the school year, and the name of the teacher who made the comment are listed. To see additional details about the comment, click the **Show Detail** button.

Student Course History						
Student Name: Aaron, Ian School: Adams Elementary Status: Active Room Name: 0002						
Course History GPA Graduation Requirements Comment Achievements Request Tracking Grade Comment History Waivers						
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Aaron	Ian			129442	04	Male
Grade Comments						
Add Hide Detail						
Line	Comment	Grade Comment Detail				
1	Spectacular progress!	School Information In District School Adams Elementary Non-District School School Attended				
		Year Information Calendar Month: 12 Calendar Year: 2012 School Year: 2012 Year Type Title: Term Code:				
		Comment Detail Teacher Name: Smith Comment: Spectacular progress!				

Grade Comment History, Detail Screen

Click the **Line** number of the comment to view. The in-district or non-district school is listed, as well as the school attended. The **Year Type Title** (such as **Regular** or **Summer**) and the **Term Code** are also shown.

WAIVERS

The **Waivers** tab lists any district waivers applied to the student's subject area or college or university graduation requirements. Each waiver reduces the number of credits needed for the specified subject area and applies the credits earned in that area to another graduation requirement area, as specified in the **District Setup** screen. The waivers must be set up at the district level before they can be applied to students.

Student Course History																				
Student Name: Abbott, Billy C. School: Hope High School Status: Active Room Name: 216																				
Course History	GPA	Graduation Requirements	Comment	Achievements	Request Tracking	Grade Comment History														
<table border="1"> <tr> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Suffix</th> <th>Perm ID</th> <th>Grade</th> <th>Gender</th> </tr> <tr> <td>Abbott</td> <td>Billy</td> <td>C</td> <td></td> <td>905483</td> <td>12</td> <td>Male</td> </tr> </table>							Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender	Abbott	Billy	C		905483	12	Male
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender														
Abbott	Billy	C		905483	12	Male														
Subject Area Waivers																				
X	Line	Waived Subject Area	Credits Waived	Waiver Date	Comments															
	1	English Literature	1.000	04/04/2011																
College Waivers																				
X	Line	Waive Credit From	Credits Waived	Waiver Date	Comments															
University Waivers																				
X	Line	Waive Credit From	Credits Waived	Waiver Date	Comments															

Student Course History Screen, Waivers Tab

For each waiver, the subject area and number of waived credits are listed, along with the date of the waiver and any comments. The district waiver specifies which subject area may be waived, and where the waived credits are applied, but the number of credits is specified at the individual student level.

MENU OPTIONS

At the top of the **Student Course History** screen, a **Menu** button provides access to additional information regarding the student's course history.

Menu	Save	Undo
Reports	Student Transcript	
Update GPA	Graduation Requirements	
View Audit Detail For Student Course History	Student Graduation Check	

Student Course History Screen, Menu Options

The options available under the **Menu** button are:

- **Reports** – three reports may be printed from the Reports menus: Student Transcript (STU204), Graduation Requirement (CHS202), and Student Graduation Check (CHS401). Each report is generated based on the student currently displayed, and the report definition to be used for the report is selected from the menu.



Tip: To select additional options for these reports or to print the reports for a group of students instead of an individual student, the reports should be run from the **Reports** folder in the Synergy SIS navigation tree. For more information about running Course History reports, see the chapter on reports in this guide.

- **Update GPA** –recalculates the selected GPA for the displayed student. The GPA is not automatically updated when new courses are entered into the student’s course history, and the Update GPA process should be run periodically. However, the GPA is automatically updated if the marks for existing courses in course history are changed.
- **Update Term Code Actual Process** – updates **Term Code Actual** fields. (See page 16.) By default, the process runs for the current student and updates a field only if the field contains no data, but there are options to run for all students and to overwrite existing data.
- **View Audit Detail For Student Course History** – the **Audit Trail History** screen lists all changes made to the student’s course history, including what was changed, who changed it, and the date and time the change was made.

Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name	Date Time Stamp
1	StudentCourseHistory	Conduct	Update		1	User, Test	03/31/2009 20:35:52
2		RepeatTagGU	Update			User, Test	03/31/2009 20:35:52
3	StudentCourseHistory	RepeatTagGU	Update			User, Test	03/31/2009 20:35:40
4		Conduct	Update	1		User, Test	03/31/2009 20:35:40
5	Student	TranscriptComment	Update	Billy will not graduate with his class unless he can pass the Exit Exam next week.	Billy will not graduate with his class unless he can pass the Exit Exam next week. Test	User, Test	03/31/2009 17:47:38
6	StudentCourseHistory	RepeatTagGU	Update		<Link>	User, Test	03/31/2009 17:28:27
7	StudentCourseHistory	RepeatTagGU	Update	<Link>		User, Test	03/31/2009 17:28:18
8	StudentCourseHistory	RepeatTagGU	Update		<Link>	User, Test	03/31/2009 17:24:56
9	StudentCourseHistory	RepeatTagGU	Update	<Link>		User, Test	03/31/2009 17:24:47

Audit Trail History for Student Course History

The Print button at the top of the screen prints the information on each of the tabs in the **Student Course History** screen.



Print Button

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Student Course History: Abbott, Billy C. Page 1 of 1

Hope (HS1) (2007-2008 : Show active and inactive) User: Admin User

Menu Form Status: Ready (Inquiry Mode)

Student Course History

Student Name: Abbott, Billy C. School: Hope (HS1) Status: Active Room Name: 231

Course History | GPA | Graduation Requirements | Comment | Achievements

Last Name: Abbott First Name: Billy Middle Name: C Suffix: JCC493 Perm ID: J2 Grade: 12 Gender: Male

Acad Type: GPA CUM GPA - Cumulative GPA: 2.095 Show GPA Calculation Add Course History

Line	Course	Calendar		Grade	Mark	Conduct	CHS Type	Credits		Rpt Tag
		Year	Month					Alt	1-Credits	
1	Algebra I	MA27	2001 12	09	C			0.500	0.500	
2	English 9	EN09	2001 12	09	F			0.500	0.500	Repeat, no impact
3	Science 9	SC09	2001 12	09	C			0.500	0.500	
4	Stu Asst Cours	SAB2	2001 12	09	P			0.500	0.500	
5	Symphonic Band	MU21	2001 12	09	C			0.500	0.500	
6	World Histg	SS21	2001 12	09	D			0.500	0.500	
7	Algebra I	MA27	2002 5	09	A			0.500	0.500	
8	Computer Apps	CB11	2002 5	09	F			0.500	0.500	
9	English 9	EN09	2002 5	09	C			0.500	0.500	
10	Science 9	SC09	2002 5	09	D			0.500	0.500	
11	Symphonic Band	MU21	2002 5	09	B			0.500	0.500	
12	World Histg	SS22	2002 5	09	C			0.500	0.500	
13	Algebra I	MA27	2002 9	09	D-			0.500	0.500	
14	English 9	EN09	2002 9	09	B			0.500	0.500	
15	Al Geometry	MA31	2002 12	10	C			0.500	0.500	
16	Beg Guitar	MU29	2002 12	10	D-			0.500	0.500	

Printed Student Course History Screen

Chapter Two: EDITING COURSE HISTORY

This chapter covers:

- ▶ Adding Courses
- ▶ Editing Courses
- ▶ Adding and Editing Comments
- ▶ Adding Achievements
- ▶ Editing Achievements
- ▶ Recording a Transcript Request
- ▶ Editing a Transcript Request
- ▶ Waiving a Graduation Credit Requirement
- ▶ Editing a Waiver

ADDING COURSES

To add a course to the student’s course history:

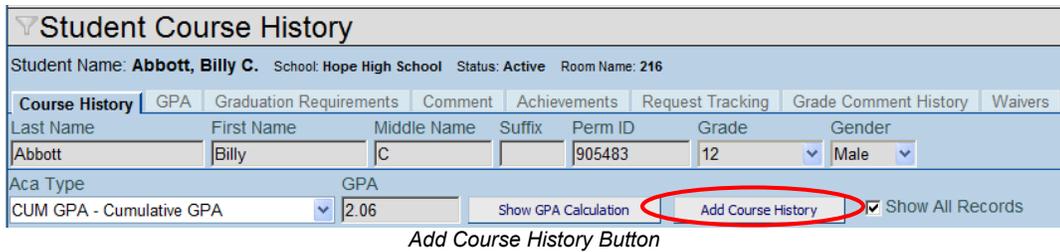
1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



2. Navigate to **Synergy SIS > Course History > Student Course History**.
3. Scroll to or find the student’s record.
4. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



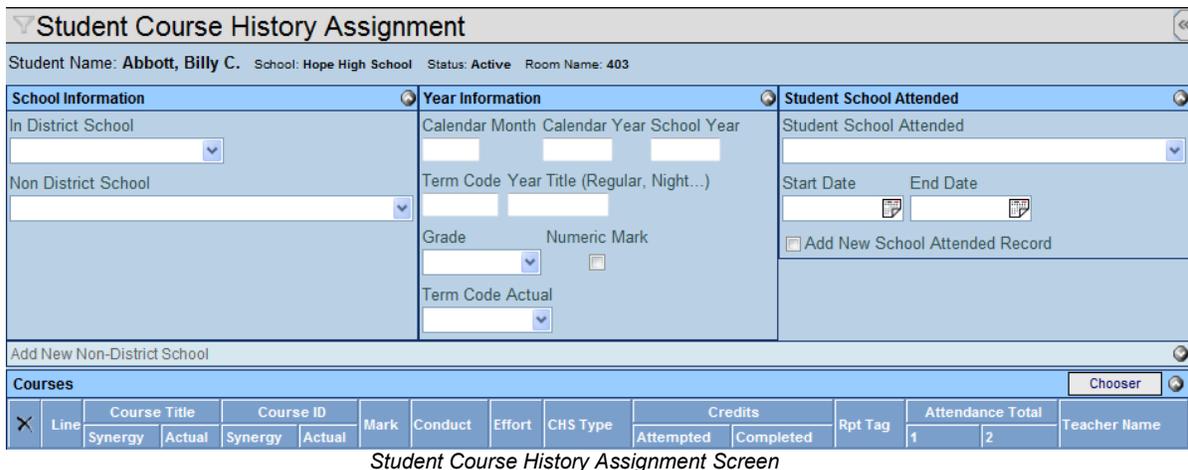
5. On the **Course History** tab, click the **Add Course History** button.





Caution: Before clicking the **Add Course History** button, be sure to note the student’s current grade level. This information is required to add the course and is not automatically entered.

6. The **Student Course History Assignment** screen is displayed.



7. If the **Edit** button had to be clicked in step 2, set this new screen to Update Mode by clicking on the **Menu** button and selecting **Edit Student Data**.
8. In the **In District School** or **Non District School** list, select the appropriate school.
9. If the non-district school needed is not in the list, click the Maximize button in the **Add New Non-District School** section.

Maximizing the Add New Non-District School Section

10. In the **Add New Non-District School** section, enter the name of the non-district school in the **School Name** box.

Add New Non-District School

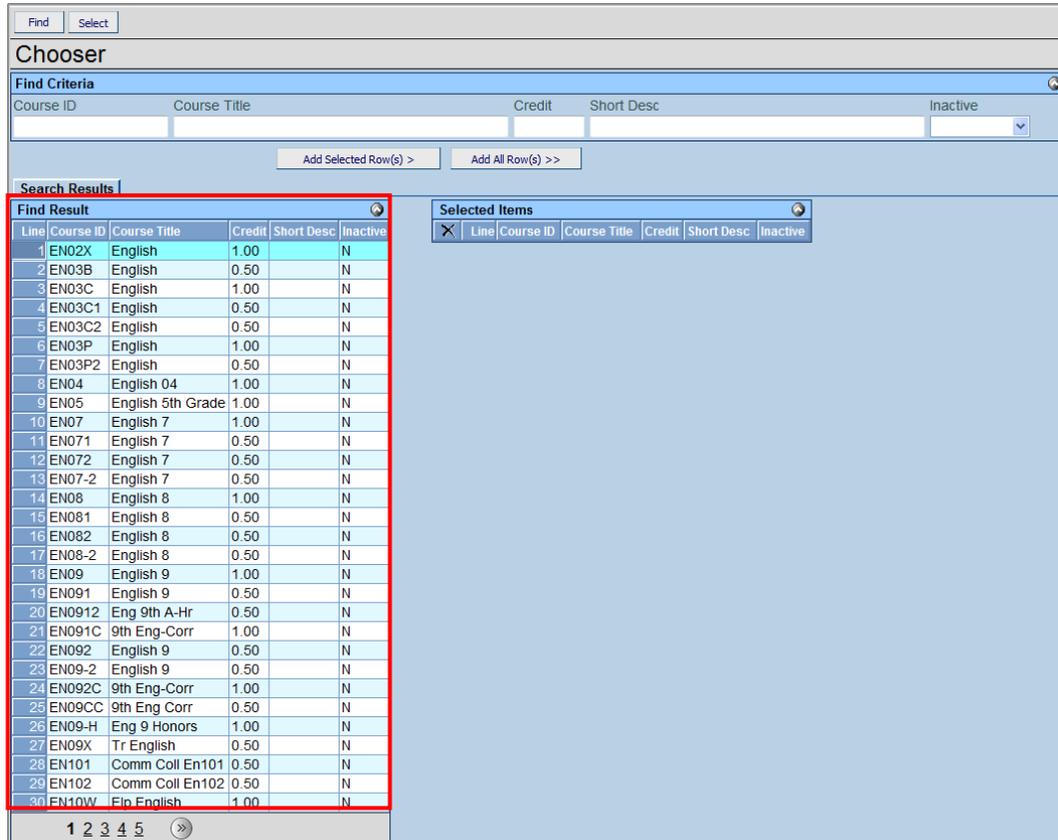
11. In the **Filter Type** list, select where this school can be used in Synergy SIS. Select **Course History** if the school can be used only to enter courses in course history, or select **All** to enable its use in other screens, such as **Career Plan**.
12. Enter the school's **Federal School Code** and **State School Code**, if known.
13. Select the **School Type**, such as **Out of state K12 School**.
14. Enter other contact information for the school, if known.
15. In the **Calendar Month** field, enter the month (1–12) in which the course was finished.
16. Enter the calendar year in the **Calendar Year** field in four-digit format.
17. Enter the school year in the **School Year** field, in four-digit format. For example, for the school year 2006-07 enter 2006, even if the course was completed in 2007.
18. In the **Term Code** field, enter your district's code for the term that most closely corresponds to the term in which the course was actually taken (the **Term Code Actual**). Be sure to use the same format for each code, such as **S1** for Semester 1 and **Q1** for Quarter 1.
19. Enter the title of type of school year in the **Year Title** field. Possible titles are Summer, Regular, and Night. Be sure to standardize the titles.
20. Select the **Grade** level of the student when the course was finished.
21. Check the **Numeric Mark** box if the mark to be entered is numeric.

22. In the **Term Code Actual** field, enter the non-district school's code for the term (such as quarter or trimester) in which the course was taken. This might but might not be the same as the **Term Code** for your district.
23. To attach the course to a school attended record, select the school of enrollment in the **Student School Attended** list. The **Start Date** and **End Date** are automatically entered based on the enrollment dates for the enrollment selected. If the school attended is not listed, leave the **Student School Attended** filed blank, enter the **Start Date** and **End Date** for the enrollment, and check the **Add New School Attended Record** box.
24. Click the **Chooser** button in the **Courses** section. The **Chooser** screen opens.
25. To search for the course by the course ID, course title, credit, short description, or whether the courses are active or inactive, enter this information in the appropriate fields of the **Find Criteria** section, and click the **Find** button.

The screenshot shows the 'Chooser' interface. At the top, there are 'Find' and 'Select' buttons, with 'Find' circled in red. Below this is the 'Find Criteria' section with input fields for 'Course ID', 'Course Title', 'Credit', 'Short Desc', and a dropdown for 'Inactive'. Below the criteria are buttons for 'Add Selected Row(s) >' and 'Add All Row(s) >>'. The 'Search Results' section contains two tables: 'Find Result' and 'Selected Items', both with columns for 'Line', 'Course ID', 'Course Title', 'Credit', 'Short Desc', and 'Inactive'.

Chooser Screen

- The list of courses in the **District Course** screen is searched for all courses matching the search criteria (if any) and populates the **Find Result** grid with the results.



Chooser Screen, Find Result Grid

- If the desired course is not shown in the first grid, click a page number at the bottom of the **Find Result** grid to display the next page of courses.
- Click the **Line** number of the row containing the desired course. The course is highlighted.
- Click the **Add Selected Row(s)>** button.

30. The course is moved from the **Find Result** grid to the **Selected Items** grid. Multiple courses may be selected by continuing to highlight the courses and clicking the **Add Selected Row(s)>** button.

The screenshot shows the 'Chooser' interface. At the top, there are 'Find' and 'Select' buttons. Below them is the 'Find Criteria' section with input fields for 'Course ID', 'Course Title', and 'Credit'. A red circle highlights the 'Add Selected Row(s) >' button. Below this is the 'Search Results' section, which contains a 'Find Result' grid with columns for 'Line', 'Course ID', 'Course Title', and 'Credit'. The 'Selected Items' grid is also visible, containing one row with 'Line', 'Course ID', 'Course Title', and 'Credit' columns. A red circle highlights the 'Selected Items' grid.

Chooser Screen, Selected Items Grid

31. When all courses have been added to the **Selected Items** grid, click the **Select** button at the top of the screen. The courses are moved to the **Courses** grid on the **Student Course History Assignment** screen.

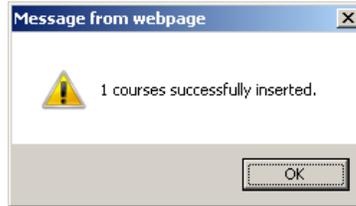
The screenshot shows the 'Student Course History Assignment' screen. At the top, it displays 'Student Name: Abbott, Billy C.', 'School: Hope High School', 'Status: Active', and 'Room Name: 403'. Below this are three main sections: 'School Information', 'Year Information', and 'Student School Attended'. The 'Courses' grid is highlighted with a red border and contains one row with the following data:

Line	Course Title	Course ID	Mark	Conduct	Effort	CHS Type	Credits		Rpt Tag	Attendance Total		Teacher Name
	Synergy	Actual	Synergy	Actual			Attempted	Completed		1	2	
1	Shakespeare	Shakespeare	EN40	B	Excellent	High School	0.50	0.50				Smith

Student Course History Assignment Screen, Course Added

32. If necessary, edit the course title and ID in the **Actual** columns under **Course Title** and **Course ID**.
33. Enter the mark earned by the student in the **Mark** column.
34. Select the student's conduct rating in the **Conduct** list.
35. Select the student's effort rating in the **Effort** list.
36. Select the **CHS Type**.
37. Modify **Attempted** and **Completed** under **Credits**, if necessary.
38. If the student has already taken this course, select a repeat tag in the **Rpt Tag** list.
39. Optionally, enter the course attendance for the student in the **Attendance Total** columns. For example, Attendance Total 1 may pertain to unexcused absences and Attendance Total 2 may pertain to unverified absences.
40. Enter the teacher's name in the **Teacher Name** field.

41. Click the **Save Courses** button at the top of the screen.
42. When a success message is displayed, click the **OK** button.



Message Box, Course Inserted

Note: The **CHS Type** can be modified on the **Course History** tab only.

EDITING COURSES

To edit a course already listed in the student's course history:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



Focus

2. Navigate to **Synergy SIS > Course History > Student Course History**.
3. Scroll to or find the student's record.
4. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

5. To edit the information displayed on the main screen, click on the row to modify and change the information as desired.

Student Course History

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **403**

Course History | GPA | Graduation Requirements | Comment | Achievements | Request Tracking | Grade Comment History | Waivers

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

Aca Type: GPA
 CUR GPA - Current Marking Period: 3.413 Show GPA Calculation Add Course History Show All Records

Filter Options

Line	Course		Calendar		Audit Class	Grade	Mark	Conduct	Effort	CHS Type	Credits		Rpt Tag
	Title	ID	Year	Month							Att	Cmptd	
1	English 9	EN09	2001	12	<input type="checkbox"/>	09	F+			High School	0.500	0.000	
2	Science 9	SC09	2001	12	<input type="checkbox"/>	09	C				0.500	0.500	
3	Stu Asst Couns	SA62	2001	12	<input type="checkbox"/>	09	P				0.500	0.500	
4	Symphonic Band	MU21	2001	12	<input type="checkbox"/>	09	C				0.500	0.500	

Show Detail

Student Course History Screen, Show Detail Button

- If the information is not displayed on the main screen, click on the **Show Detail** button to display the detail screen of the course.
- Select the course to edit by clicking the **Line** number of the course on the left, and edit the information as needed.

The screenshot shows a 'Courses' list on the left with 'Aa English' selected. The main area displays 'Student Course Information' for this course, including sections for School Information, Year Information, District Course Information, Last Change Information, and Course Information. The Course Information section shows details like Course ID (EN27W), Course Title (Aa English), Credit Attempted (0.500), and Credit Completed (0.500).

Student Course History Screen, Course Detail

- Click the **Save** button at the top of the screen.

To delete a course:

- Click on the checkbox in the **X** column next to the course to delete.

The screenshot shows a table with columns: Line, Title, Course ID, Calendar Year, Calendar Month, Grade, Mark, Conduct, CHS Type, Credits (Att, Cmpltd), and Rpt Tag. A red box highlights the 'X' checkbox in the 'Line' column for the first two rows.

Line	Title	ID	Year	Month	Grade	Mark	Conduct	CHS Type	Att	Cmpltd	Rpt Tag
<input checked="" type="checkbox"/>	Algebra I	MA27	2002	12	08	B			0.500	0.500	
<input checked="" type="checkbox"/>	Algebra I	MA27	2003	5	08	A			0.500	0.500	

Courses Grid, Delete Column

- Click the **Save** button at the top of the screen to delete the course.

ADDING AND EDITING COMMENTS

To add a comment to a student’s course history, to be displayed on a secondary transcript:

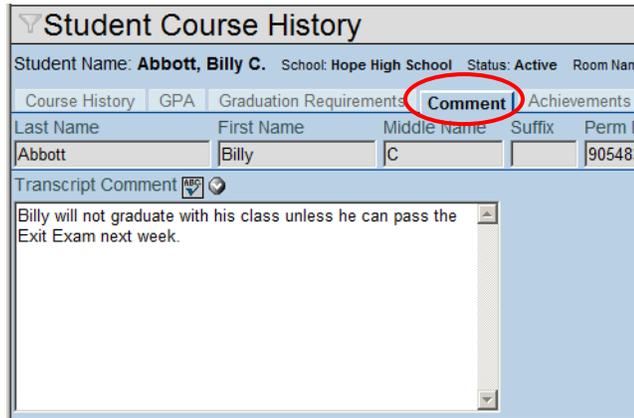
- Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



Focus

- Navigate to **Synergy SIS > Course History > Student Course History**.
- Scroll to or find the student’s record.

- Click the **Comment** tab.



Student Course History Screen, Comment Tab

- Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

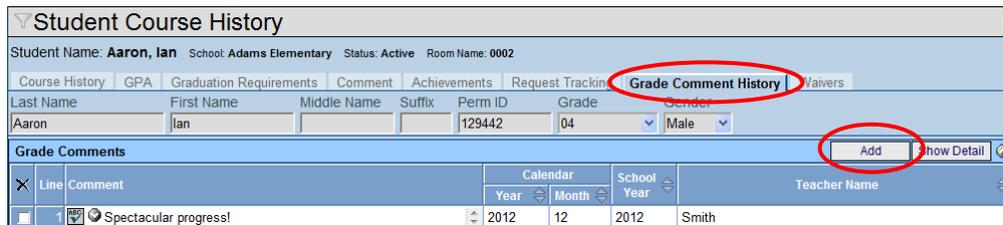


Edit Button

- Enter or edit the comment in the **Transcript Comment** box.
- Click the **Save** button at the top of the screen.

Comments can be also entered for display on elementary transcripts. These comments are shown in the transcript in the school header, if no courses are listed for the grading period entered in the comment, or below the courses for the grading period. To add a comment to an elementary transcript:

- Click the **Grade Comment History** tab.



Student Course History Screen, Grade Comment History Tab

- Click the **Add** button, and the **Student Grade Comment History Add** screen opens.

Student Grade Comment History Add Screen

- Select the **In District School** or **Non-District School** where the student was enrolled for the comment period. If the non-district School is not listed, enter the new school in the **Add New Non-District School** section. (See step 6.)
- Enter the **Calendar Month** and **Calendar Year**, the **School Year**, the **Term Code**, the **Year Type Title** (such as Regular or Summer), and the **Grade** in which the student was enrolled during the comment period.
- To attach the comment to a school attended record, select the school enrollment in **Student School Attended** list. The **Start Date** and **End Date** are automatically entered based on the enrollment dates for the enrollment selected. If the school attended is not listed, leave the **Student School Attended** field blank, enter the **Start Date** and **End Date** for the enrollment, and check the **Add New School Attended Record** box.
- If the needed non-district school does not appear in the **Non-District School** list, add it in the **Add New Non-District School** section.
 - Enter the name of the non-district school in the **School Name** box.
 - Choose where this school can be used in Synergy SIS in the **Filter Type** list.
 - Enter the school's **Federal School Code** and **State School Code**, if known.
 - Select the **School Type**, such as **Out of state K12 School**.
 - Enter location and contact information for the school, if known.
- Enter the name of the teacher who made the comment in the **Teacher Name** box.
- Enter the **Comment** in the comment box.
- Click the **Save** button at the top of the screen.

To edit a grade comment:

1. To edit the information displayed on the main screen, click on the row to modify and change the information as desired.

The screenshot shows the 'Student Course History' interface for student Abbott, Billy C. at Hope High School. The 'Grade Comment History' tab is active. A table lists grade comments, with the first row selected. The 'Show Detail' button is circled in red.

Line	Comment	Calendar Year	Calendar Month	School Year	Teacher Name
1	Student did outstanding work!	2010	9	2010	Kathy Jackson

Editing a Grade Comment

2. To edit additional details about the comment, click the **Show Detail** button.

The screenshot shows the 'Grade Comment History, Detail Screen' for the selected comment. The 'Show Detail' button is now 'Hide Detail'. The detail screen is divided into three sections: 'School Information', 'Year Information', and 'Comment Detail'. The 'School Information' section has a red box around the 'In District School' dropdown (set to 'Hope High School'), the 'Non District School' dropdown, and the 'School Attended' field with a gray arrow. The 'Year Information' section has a red box around the 'School Year' dropdown (set to '2010'), the 'Year Type Title' field, and the 'Term Code' field. The 'Comment Detail' section shows the 'Teacher Name' as 'Kathy Jackson' and the 'Comment' as 'Student did outstanding work!'.

Grade Comment History, Detail Screen

3. In the **Comment** column, click the comment to edit.
4. Information that can be modified in the detail screen includes the **In District School** or **Non District School**, and the **School Attended**. To edit the **School Attended**:
 - a. Click the gray arrow. The **Find: SchoolAttendedHistory** screen opens in a separate window.

- b. To remove the school attended without replacing it with another school, click the **Clear Selection** button.

Find: School Attended History Screen

- c. To select another school, enter any or all of the **Find Criteria** and click the **Find** button. Click on the school to highlight it, and then click the **Select** button.
5. The **Year Type Title**, such as Regular or Summer, and the **Term Code** can also be edited here.
 6. Click the **Save** button at the top of the screen.

To delete a comment, check the box in the **X** column and click the **Save** button at the top of the screen.

X	Line	Comment	Calendar		School Year	Teacher Name
			Year	Month		
<input checked="" type="checkbox"/>	1	Student did outstanding work!	2010	9	2010	Kathy Jackson

Deleting a Grade Comment

ADDING ACHIEVEMENTS

To add an achievement to the student's course history record:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



2. Navigate to **Synergy SIS > Course History > Student Course History**.
3. Scroll to or find the student's record.
4. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



5. Click the **Achievements** tab.

Student Course History						
Student Name: Abbott, Billy C. School: Hope High School Status: Active Room Name: 216						
Course History		GPA	Graduation Requirements	Comment	Achievements	Request Tracking
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male
Student Achievements						
Line	Date Earned	Achievement			School Year Earned	
1	04/15/2005	Academic Decathlon			2005	
2	04/12/2004	National Honor Society Member			2004	
3	04/07/2003	National Honor Society Member			2003	

Student Course History Screen, Achievements Tab

6. Click the **Add** button. A new line is added to the bottom of the **Students Achievements** grid.

Student Course History						
Student Name: Abbott, Billy C. School: Hope High School Status: Active Room Name: 216						
Course History		GPA	Graduation Requirements	Comment	Achievements	Request Tracking
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male
Student Achievements						
Line	Date Earned	Achievement			School Year Earned	
1	04/15/2005	Academic Decathlon			2005	
2	04/12/2004	National Honor Society Member			2004	
3	04/07/2003	National Honor Society Member			2003	
4	05/23/2011					

Adding Achievements

7. Today's date is automatically entered into the **Date Earned** column. To modify the date, enter it in month/day/year format or click the **Calendar** button and select the date.
8. Select the name of achievement in the list in the **Achievement** column.
9. Enter the school year in four-digit format in the **School Year Earned** column.
10. Click the **Save** button at the top of the screen.

EDITING ACHIEVEMENTS

To edit an achievement:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



2. Navigate to **Synergy SIS > Course History > Student Course History**.
3. Scroll to or find the student's record.
4. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



5. Click the **Achievements** tab.

Student Course History						
Student Name: Abbott, Billy C. School: Hope High School Status: Active Room Name: 216						
Course History		GPA	Graduation Requirements	Comment	Achievements	Request Tracking
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male
Student Achievements						
Line	Date Earned	Achievement			School Year Earned	
1	04/15/2005	Academic Decathlon			2005	
2	04/12/2004	National Honor Society Member			2004	
3	04/07/2003	National Honor Society Member			2003	

Student Course History Screen, Achievements Tab

6. Edit the achievements as needed by clicking on the information in the grid.
7. Click the **Save** button at the top of the screen.

To delete an achievement from the student's course history:

1. Check the box in the **X** column.

Student Course History						
Student Name: Abbott, Billy C. School: Hope High School Status: Active Room Name: 216						
Course History		GPA	Graduation Requirements	Comment	Achievements	Request Tracking
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male
Student Achievements						
X	Line	Date Earned	Achievement			School Year Earned
<input checked="" type="checkbox"/>	1	04/15/2005	Academic Decathlon			2005
<input type="checkbox"/>	2	04/12/2004	National Honor Society Member			2004
<input type="checkbox"/>	3	04/07/2003	National Honor Society Member			2003

Student Course History Screen, Achievements Tab, Deleting

2. Click the **Save** button at the top of the screen to save the changes or click the **Undo** button to cancel the operation without deleting the information.

RECORDING A TRANSCRIPT REQUEST

The **Request Tracking** tab lists each time a student's transcript was sent upon request to a non-district school, such as a college or transfer school. Requests can be added via either the **Add Wizard** or **Add** button.

To enter requests via the Add Wizard:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



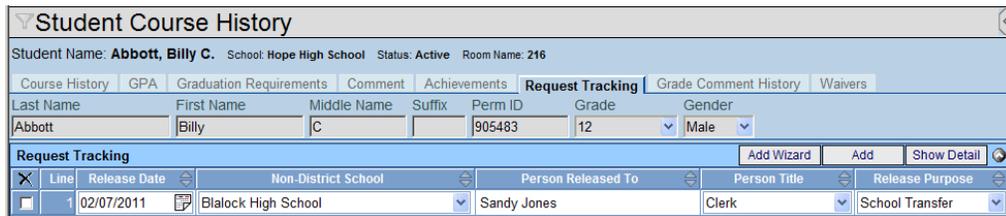
Focus

2. Navigate to **Synergy SIS > Course History > Student Course History**.
3. Scroll to or find the student's record.
4. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



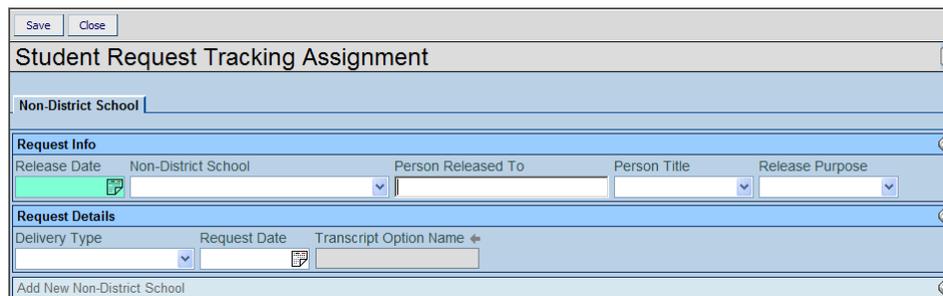
Edit Button

5. Click the **Request Tracking** tab.



Student Course History Screen, Request Tracking Tab

6. Click the **Add Wizard** button. The **Student Request Tracking Assignment** screen opens in a separate window.



Student Request Tracking Assignment Screen

7. In the **Release Date** field, type the date the transcript was released in M/D/YY format, or click the Calendar button and select the date.
8. Select the school to which the transcript was sent in the **Non-District School** list.

9. If the non-district school needed is not in the list, click the **Maximize** button in the **Add New Non-District School** section.

The screenshot shows a window titled "Student Request Tracking Assignment". At the top, there are "Save" and "Close" buttons. Below that is a section for "Non-District School" with a search bar. The main area is divided into two sections: "Request Info" and "Request Details". The "Request Info" section includes fields for "Release Date", "Non-District School" (a dropdown menu), "Person Released To", "Person Title", and "Release Purpose". The "Request Details" section includes fields for "Delivery Type", "Request Date", and "Transcript Option Name" (with a dropdown arrow). At the bottom left of the window is a button labeled "Add New Non-District School". A red circle highlights the maximize button in the top right corner of the window.

Maximizing the Add New Non-District School Section

10. In the **Add New Non-District School** section, enter the name of the non-district school in the **School Name** box.

The screenshot shows the "Add New Non-District School" form. It has a title bar and a maximize button. The form contains several fields: "School Name (Required to add)", "Filter Type" (a dropdown menu with "Request Tracking" selected), "Federal School Code", and "State School Code". Below these are "School Type" (a dropdown menu), "Address", "Address 2", "City", "State" (a dropdown menu), "Zip Code", "+4", "Phone", and "Phone Type" (a dropdown menu).

Add New Non-District School

11. Choose where this school can be used in Synergy SIS in the **Filter Type** list. Select **Request Tracking** if the school can be used only when entering transcript requests, or select **All** to use it in other screens such as **Student Career Plan**.
12. Enter the school's **Federal School Code** and **State School Code**, if known.
13. Select the **School Type**, such as **Out of state K12 School**.
14. Enter location and contact information for the school, if known.
15. Enter the name of the person to which the transcript was sent in the **Person Released To** box. Select the person's title in the **Person Title** list, which can be customized by the district.
16. Select the reason the transcript was sent in the **Release Purpose** list. This list can be customized by the district as outlined in the *Synergy SIS – Course History Administrator Guide*.
17. Select how the transcript was sent in the **Delivery Type** list. This list may also be customized by the district.
18. In the **Request Date** field, type the date the transcript was requested in M/D/YY format, or click the Calendar  button and select the date.
19. Select which transcript definition was used to print the transcript by clicking on the gray arrow next to **Transcript Option Name**.

20. The **Find: StudentTranscriptOptions** screen opens in a separate window. Enter all or part of the name of the transcript option, and click **Find**.

Find Student Transcript Options Screen

21. Click the **Transcript Option** in the **Find Result** grid, and click the **Select** button.
 22. Click the **Save** button at the top of the screen to add the request.

To add a request via the **Add** button:

1. Click the **Add** button. A new blank line is added to the grid.

Student Course History Screen, Request Tracking Tab

2. Enter the **Release Date**, and select the **Non-District School** to which the transcript was sent.

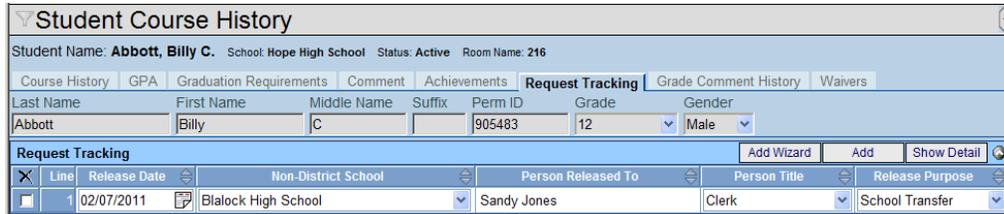
Adding a Transcript Request Using the Add Button

3. Enter the name of the person to whom the transcript was sent in the **Person Released To** column. Select the person's title in the **Person Title** list.
 4. Select the reason the transcript was sent in the **Release Purpose** list. This list can be customized by the district as outlined in the *Synergy SIS – Course History Administrator Guide*.
 5. Click the **Save** button at the top of the screen.
 6. You can add information by clicking the **Show Detail** button. See *Editing a Transcript Request*, below.

EDITING A TRANSCRIPT REQUEST

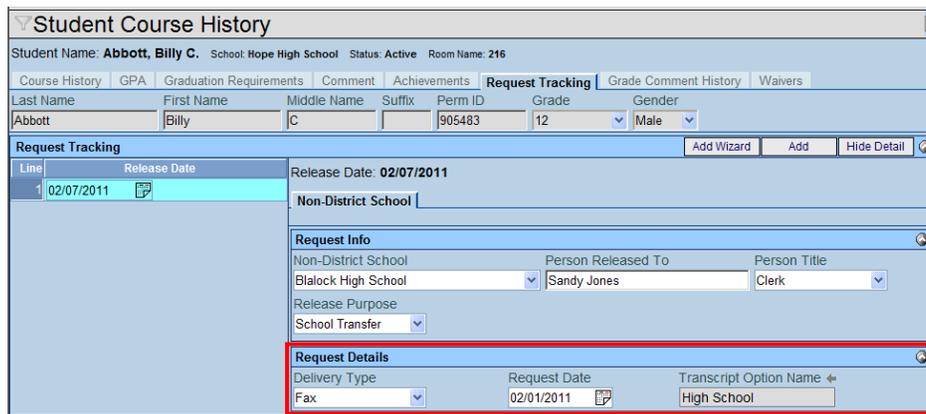
To edit a transcript request in the student's course history:

1. Click the **Request Tracking** tab.



Student Course History Screen, Achievements Tab

2. Edit the transcript requests as needed by clicking on the information in the grid.
3. To edit additional details, click the **Line** number of the request, and click the **Show Detail** button.



Request Tracking, Detail Screen

4. Click the **Save** button at the top of the screen to save the changes.

To delete a transcript request from the student's course history:

1. Click the checkbox in the **X** column.



Student Course History Screen, Request Tracking Tab, Deleting

2. Click the **Save** button at the top of the screen.

WAIVING A GRADUATION CREDIT REQUIREMENT

The **Waivers** tab lists any district waivers applied to the student's subject area, college or university graduation requirements. Each waiver reduces the number of credits needed for the specified subject area and applies the credits earned in that area to another graduation requirement area, as specified in the **District Setup** screen. The waivers must be set up at the district level before they can be applied to individual students.

To add a waiver to a student:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



2. Navigate to **Synergy SIS > Course History > Student Course History**.
3. Scroll to or find the student's record.
4. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



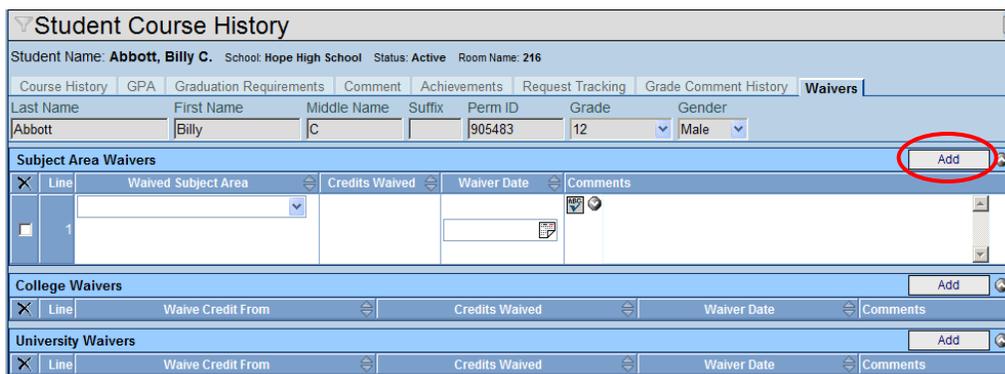
5. Click the **Waivers** tab.

The screenshot shows the "Student Course History" screen for a student named "Abbott, Billy C." at "Hope High School". The "Waivers" tab is selected and circled in red. Below the student information, there are three sections for waivers: "Subject Area Waivers", "College Waivers", and "University Waivers". The "Subject Area Waivers" section contains one entry for "English Literature" with 1.000 credits waived on 04/04/2011.

Line	Waived Subject Area	Credits Waived	Waiver Date	Comments
1	English Literature	1.000	04/04/2011	

Student Course History Screen, Waivers Tab

- Click the **Add** button in the section used by the student’s graduation requirements. The most common is **Subject Area Waivers**.



Adding A Waiver

- A new blank line is added. Select the **Waived Subject Area** from the drop-down list. These subject areas are set up in the **District Setup** screen, as outlined in the *Synergy SIS – Course History Administrator Guide*.
- Enter the number of **Credits Waived**. This can be up to three digits past the decimal point.
- In the **Waiver Date** box, type the date in M/D/YY format, click the Calendar button and select the date.
- Comments** can also be added to explain the waiver.
- Click the **Save** button at the top of the screen.

EDITING A WAIVER

To edit a waiver:

- Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



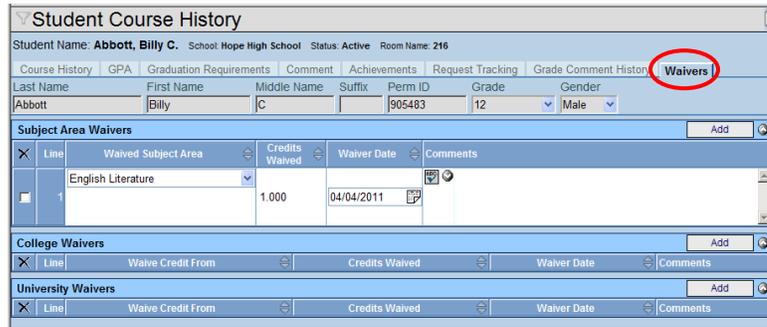
Focus

- Navigate to **Synergy SIS > Course History > Student Course History**.
- Scroll to or find the student’s record.
- Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

- Click the **Waivers** tab.

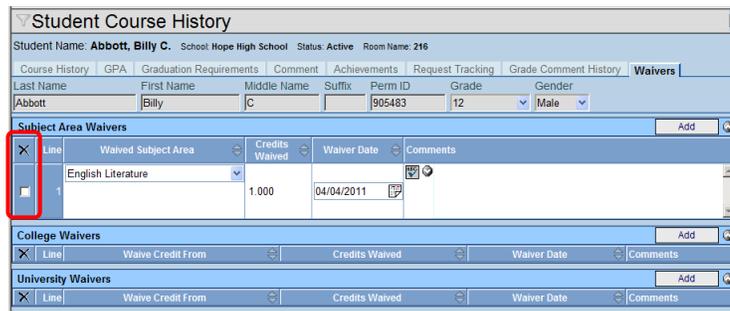


Student Course History Screen, Waivers Tab

- Edit the waivers as needed by clicking on the information in the grid.
- Click the **Save** button at the top of the screen to save the changes.

To delete a waiver from the student's course history:

- Check the box in the **X** column.



Student Course History Screen, Waivers Tab, Deleting

- Click the **Save** button at the top of the screen.

Chapter Three: SERVICE LEARNING AND SCHOOL ATTENDED HISTORY

This chapter covers:

- ▶ Overview of Service Learning

- ▶ Adding Service Learning
- ▶ Editing Service Learning
- ▶ Service Learning Menu Options
- ▶ Adding Schools Attended History
- ▶ Editing Schools Attended History
- ▶ School Attended History Menu Options

OVERVIEW OF SERVICE LEARNING

The **Synergy SIS > Course History > Student Service Learning** screen records student participation in service learning activities.

Line	Date Earned	Category	School Type	Project Name	Hours
1	01/29/2013	1		Town community center after hours help	50.00
2	12/18/2012	1		Homeless shelter assistance	10.00

Student Service Learning Screen

To find a student's service learning record, there are two methods: Scroll and Find.

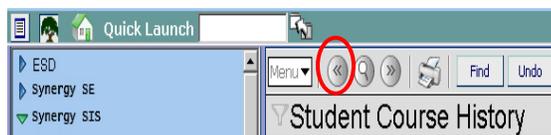
To scroll through the student records to find the student:

1. Click the Next button  at the top of the screen to advance to the first student's records. Records are sorted alphabetically by last name, so the first student to appear most likely has a last name that starts with A.



Right Scroll Button

2. To scroll in reverse alphabetical order, click the Previous button .



Left Scroll Button

3. Continue clicking the buttons until the desired student record appears.

To switch to Find mode to look for the student records:

1. Click the Find Mode button .



Find Mode Button

2. Enter either the whole last name or the first part of the last name of the student in the **Last Name** box.

Student Service Learning Screen, Searching by Last Name

3. Click the **Find** button or press the Enter key. The first student record that matches the search criteria appears. Then use the Next button if needed to find the student.



Note: In Find mode, students can also be found by searching by any of the yellow fields on the screen. Entering anything in any box but the first one opens a window with a list of students matching the criteria entered. To select a student, click the name, and the student record appears in the **Student Service Learning** screen. Close the pop-up window after selecting the record. For more information about finding students in any screen, refer to the *Synergy SIS – Student Information User Guide*.

ADDING SERVICE LEARNING

To record the hours a student has spent working on a service learning project:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



- Click the **Add** button. A new line is added to the list of service learning projects.

Student Service Learning

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **403** Student Name: **Abbott, Billy C.**

Service Learning

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male**

Totals

Total Hours: **60.00** School Type:

Service Learning Hours Add

Line	Date Earned	Category	School Type	Project Name	Hours
1	01/29/2013	1		Town community center after hours help	50.00
2	12/18/2012	1		Homeless shelter assistance	10.00
3	1/14/2013				

Student Service Learning Screen, Adding

- To modify the **Date Earned**, enter it in month/day/year format, or select the date from a calendar by clicking the **Calendar** button in the field.
- Select the **Category** in the list.
- Select a **School Type** in the list.
- Enter the name of the project in the **Project Name** column.
- Enter the total number of hours in the **Hours** column.
- Click the **Save** button at the top of the screen.

EDITING SERVICE LEARNING

To edit a service learning record:

- Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



Focus

- Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

- Edit the student records as necessary by clicking in the columns of the records.
- Click the **Save** button at the top of the screen.

To delete a record:

1. Check the box in the **X** column.

Student Service Learning

Student Name: **Abbott, Billy C.** School: Hope High School Status: Active Room Name: 403 Student Name: Abbott, Billy C.

Service Learning

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

Totals

Total Hours: 60.00 School Type: [dropdown]

Service Learning Hours [Add]

X	Line	Date Earned	Category	School Type	Project Name	Hours
<input checked="" type="checkbox"/>	1	01/29/2013	1	[dropdown]	Town community center after hours help	50.00
<input type="checkbox"/>	2	12/18/2012	1	[dropdown]	Homeless shelter assistance	10.00

Service Learning Screen, Delete Column

2. Click the **Save** button at the top of the screen.

SERVICE LEARNING MENU OPTIONS

At the top of the **Student Service Learning** screen, a **Menu** button provides access to additional information regarding the student's service learning activities.

Menu [dropdown] [Navigation icons] [Edit] [Undo] [Add] [Delete]

- Edit Student Data
- Reports [dropdown]
 - Service Learning Profile
- Report Preferences
- View Audit Detail For Student Service Learning

Student Service Learning Screen, Menu Options

The options available under the **Menu** button are:

- **Edit Student Data** – puts the screen in Update mode instead of Inquiry mode, so you can edit data.
- **Reports** – enables the Service Learning Profile report to be easily generated for the student currently displayed in the screen.



Tip: To select additional options for these reports or to print the reports for a group of students instead of an individual student, the reports should be run from the Reports folder in the Synergy SIS navigation tree. For more information about running Service Learning reports, see Chapter Six.

- **Report Preferences** – opens the **User Password and Preferences** screen described in the *Synergy SIS – Student Information User Guide*.

- View Audit Detail For Student Service Learning** – the **Audit Trail History** screen lists all of the changes made to the student’s records, what was changed, who changed it, and the date and time the change was made. It is the same audit trail available through the **Student** screen.

Audit Trail History			
Properties			
Line	Business Object	Property Name	Crud Action
1	StudentServiceLearning	SchoolType	Insert
2		SipGU	Insert
3		Category	Insert
4		ProjectName	Insert
5		StudentGU	Insert
6		DateEarned	Insert
7		Hours	Insert

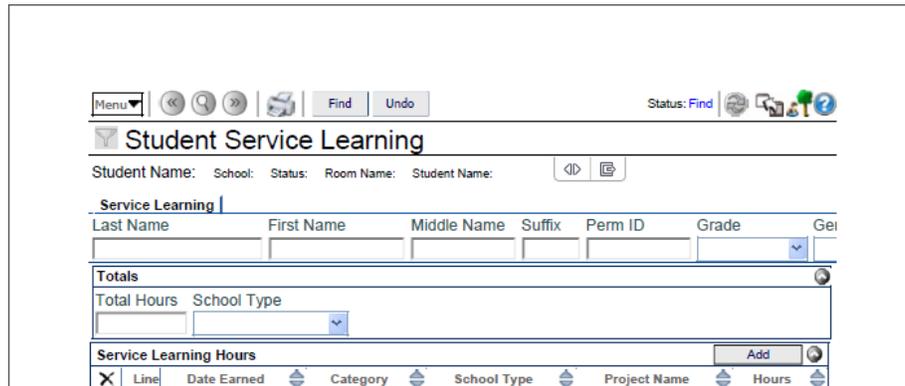
Audit Trail History for Student Service Learning

The Print button at the top of the screen may be used to print the information on the **Student Service Learning** screen.



Print Button

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.



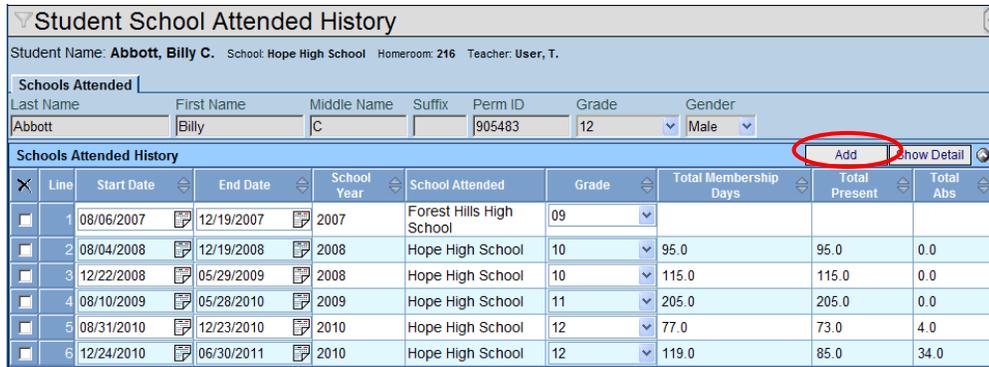
Printed Student Service Learning Screen

ADDING SCHOOLS ATTENDED HISTORY

Student School Attended History lists schools that a student has attended. For in-district schools, these records can be added in bulk using the Update Student Course History screen, as outlined in the *Synergy SIS – Course History Administrator Guide*.

For non-district schools, and in special circumstances for in-district schools, you add history manually for each student. To add history:

1. Navigate to **Synergy SIS > Course History > Student School Attended History**.



Student Name: **Abbott, Billy C.** School: Hope High School Homeroom: 216 Teacher: User, T.

Schools Attended

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

Schools Attended History

Line	Start Date	End Date	School Year	School Attended	Grade	Total Membership Days	Total Present	Total Abs
1	08/06/2007	12/19/2007	2007	Forest Hills High School	09			
2	08/04/2008	12/19/2008	2008	Hope High School	10	95.0	95.0	0.0
3	12/22/2008	05/29/2009	2008	Hope High School	10	115.0	115.0	0.0
4	08/10/2009	05/28/2010	2009	Hope High School	11	205.0	205.0	0.0
5	08/31/2010	12/23/2010	2010	Hope High School	12	77.0	73.0	4.0
6	12/24/2010	06/30/2011	2010	Hope High School	12	119.0	85.0	34.0

Student School Attended History Screen

2. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



Focus

3. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

- Click the **Add** button above the list of schools.

The **Schools Attended History Add** screen opens in a separate window.

Schools Attended History Add Screen

- Select the school to add in either the **In-District School** or **Non-District School** list.
- To add a new non-district school:
 - In the **Add New Non-District School** section, enter the name of the non-district school in the **School Non District Name** box.
 - In the **Filter Type** list, select where this school can be used in Synergy SIS. Select **Course History** if the school can be used only when entering courses in course history and schools attended history, or select **All** to use it in other screens such as the Career Plan or for request tracking.
 - Enter the school's **Federal and State School Codes**, if known.
 - Select the **School Type**.
 - Enter other school contact and location information, if known.
- Enter the four digit **School Year**, such as 2012 for school year 2012-13.
- Enter the **Year Title**, such as Regular or Summer.
- Enter the **Start Date** and **End Date** of the enrollment in MM/DD/YYYY format, or clicking the Calendar  button to select.
- Select the **Grade** level of the student, and the **End of Year Status** if known.
- Enter the **Total Membership Days**, **Total Present**, and **Total Abs** (absences) if known for the enrollment period.
- Click the **Save** button at the top of the screen to add the school record.

EDITING SCHOOLS ATTENDED HISTORY

To edit a school enrollment record already recorded in the student's school attended history:

1. Go to the **Student School Attended History** screen.

Student Name: **Abbott, Billy C.** School: Hope High School Homeroom: 216 Teacher: User, T.

Schools Attended

Last Name: Abbott First Name: Billy Middle Name: C Suffix: Perm ID: 905483 Grade: 12 Gender: Male

Line	Start Date	End Date	School Year	School Attended	Grade	Total Membership Days	Total Present	Total Abs
1	08/06/2007	12/19/2007	2007	Forest Hills High School	09			
2	08/04/2008	12/19/2008	2008	Hope High School	10	95.0	95.0	0.0
3	12/22/2008	05/29/2009	2008	Hope High School	10	115.0	115.0	0.0
4	08/10/2009	05/28/2010	2009	Hope High School	11	205.0	205.0	0.0
5	08/31/2010	12/23/2010	2010	Hope High School	12	77.0	73.0	4.0
6	12/24/2010	06/30/2011	2010	Hope High School	12	119.0	85.0	34.0

Student School Attended History Screen

2. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.

Edupoint School District

Hope High School
Year:2011-2012
User:Admin User
Show active and inactive

Focus

3. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

Menu << >> Print Edit Undo

Edit Button

4. Edit the school enrollment records as needed by clicking on the information in the list of school enrollments.
5. Click the **Show Detail** button for access to additional details about the enrollment.

- Click the **Line** number of the record to edit.

Student School Attended History
 Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **403** Teacher: **Sullivan, J.**

Schools Attended
 Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male**

Line	Start Date	End Date	School Year	School Attended	Grade	Total Membership Days	Total Present	Total Abs
1	09/11/2009	06/15/2010	2009	Blalock High School	09	180.0	174.0	6.0
2	09/13/2010							
3	09/13/2011							
4	09/03/2012							

School Information
 In-District School:
 Non-District School: **Blalock High School**

Year Information
 Start Date: **09/11/2009** End Date: **06/15/2010**
 School Year: **2009** Year Title (Regular, Night ...):
 Grade: **09** End Of Year Status:
 Total Membership Days: **180.0** Total Present: **174.0** Total Abs: **6.0**

School Info Overrides
 School Name:
 City: State:
 Province:
 Country:
 Comment:

Student School Attended History, Detail Screen

- In the **School Information** and **Year Information** sections, edit information such as **Non-District School**, **Year Title** (such as Regular or Summer), or **End of Year Status**.
- In the **School Info Overrides** section, override the school information that has been entered automatically for in-district schools, and add a **Comment** regarding the reason for the school info override. The school information appears on reports such as the elementary transcripts.
- Click the **Save** button at the top of the screen to save the changes.

To delete a school enrollment from the student's school attended history:

- Click the checkbox in the **X** column.

Student School Attended History
 Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **216** Teacher: **User, T.**

Schools Attended
 Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male**

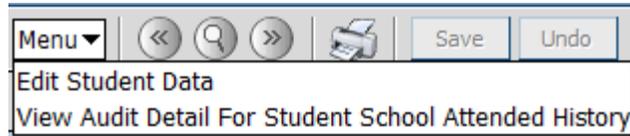
X	Line	Start Date	End Date	School Year	School Attended	Grade	Total Membership Days	Total Present	Total Abs
<input checked="" type="checkbox"/>	1	08/06/2007	12/19/2007	2007	Forest Hills High School	09			
<input type="checkbox"/>	2	08/04/2008	12/19/2008	2008	Hope High School	10	95.0	95.0	0.0
<input type="checkbox"/>	3	12/22/2008	05/29/2009	2008	Hope High School	10	115.0	115.0	0.0
<input type="checkbox"/>	4	08/10/2009	05/28/2010	2009	Hope High School	11	205.0	205.0	0.0
<input type="checkbox"/>	5	08/31/2010	12/23/2010	2010	Hope High School	12	77.0	73.0	4.0
<input type="checkbox"/>	6	12/24/2010	06/30/2011	2010	Hope High School	12	119.0	85.0	34.0

Student School Attended History Screen, Deleting

- Click the **Save** button at the top of the screen to save the change, or click the **Undo** button to cancel the operation without deleting the information.

SCHOOL ATTENDED HISTORY MENU OPTIONS

At the top of the Student School Attended History screen, a **Menu** button provides access to additional information regarding the student’s school enrollment history.



Student School Attended History Screen, Menu Options

The options available under the Menu button are:

- **Edit Student Data** – puts the screen in Update mode instead of Inquiry mode and allows the data to be edited.
- **View Audit Detail For Student School Attended History** – the **Audit Trail History** screen lists all changes made to the student’s records, including what was changed, who changed it, and when. It is the same audit trail report available through the **Student** screen. Student School Attended History information is not yet available in the audit trail.

The Print button at the top of the screen may be used to print the information on the **Student School Attended History** screen.



Print Button

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

X	Line	Start Date	End Date	School Year	School Attended	Grade	Total Membership Days	Total Present
<input type="checkbox"/>	1	09/11/2009	06/15/2010	2009	Blalock High School	09	180.0	174.0
<input type="checkbox"/>	2	09/13/2010	06/15/2011	2010	Hope High School	10	180.0	165.0
<input type="checkbox"/>	3	09/13/2011	06/14/2012	2011	Hope High School	11	180.0	179.0
<input type="checkbox"/>	4	09/03/2012	08/02/2013	2012	Hope High School	12	220.0	204.0

Printed Student School Attended History Screen

Chapter Four: STUDENT CAREER PLANS

This chapter covers:

- ▶ Overview of Career Plans
- ▶ Adding Career Plans
- ▶ Editing Career Plans
- ▶ Adding Skills and Interest Inventories
- ▶ Editing Skills and Interest Inventories
- ▶ Adding Documents
- ▶ Editing Documents
- ▶ Adding Post-Secondary Plans
- ▶ Editing Post-Secondary Plans
- ▶ Menu Options

OVERVIEW OF CAREER PLANS

The **Synergy SIS > Course History > Student Career Plan** screen lists the courses a student must complete to graduate with the career plan selected, and monitors the student’s course completion progress. It can also list a student’s interests and skill inventories, store related documents, and outline their post-secondary plans.

Line	Subject Area	Credits Required	09 Regular Courses	09 Regular Credit Completed	10 Regular Courses	10 Regular Credit Completed	11 Regular Courses	11 Regular Credit Completed	12 Regular Courses	12 Regular Credit Completed	12 Regular Credit Attempted	12 Summer Credit Attempted	Credits Remaining
1	English	4.000	EN09 - English 9	0.500			EN34 - Prin Eng II	0.000	EN46 - Prin Eng III	0.000	0.500		3.000
2	Mathematics	2.000	MA27 - Algebra I	1.500	MA31 - Alt Geometry	0.000	MA31 - Alt Geometry	0.000					0.500
3	Laboratory Science	2.000	SC09 - Science 9, SC09 - Science 9	0.500	SC49 - Biology	0.000			SC49 - Biology, SC71 - Chemistry	1.500	0.000		0.000
4	History & Social Studies	2.500	SS22 - World Hist/o	0.500									2.000

Student Career Plan Screen

ADDING CAREER PLANS

To add a career plan to a student’s record:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

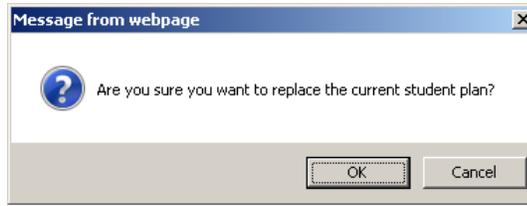


Edit Button

3. Navigate to **Synergy SIS > Course History > Student Career Plan**.

Student Career Plan Screen

4. Select the **Career Plan** in the list, and click the **Load Defaults** button to show the courses needed for this career plan.
5. Click the **OK** button in the message box to replace the current career plan with the new selection.



Message Box

6. The courses listed in the career plan, and any courses the student has taken that count toward the graduation requirement specified by the career plan, are listed in the **Courses by Subject Area**.

Student Career Plan													
Student Name: Abbott, Billy C. School: Hope High School Counselor: Diaz, Joe Counselor Badge Number: 1039													
Plan Inventories Skills/Interests Documents Post Secondary Plans													
Last Name		First Name		Middle Name		Suffix		Perm ID		Grade		Gender	
Abbott		Billy		C				905483		12		Male	
Career Plan										Class Of			
CTE - Accounting										2011			
Load Defaults													
Courses by Subject Area													
Line	Subject Area	Credits Required	09 Regular Courses	09 Regular Credit Completed	10 Regular Courses	10 Regular Credit Completed	11 Regular Courses	11 Regular Credit Completed	12 Regular Courses	12 Regular Credit Completed	12 Regular Credit Attempted	12 Summer Credit Attempted	Credits Remaining
1	English	4.000	EN09 - English 9	0.500			EN34 - Prin Eng II	0.000	EN46 - Prin Eng III	0.000	0.500		3.000
2	Mathematics	2.000	MA27 - Algebra I	1.500	MA31 - Alt Geometry	0.000	MA31 - Alt Geometry	0.000					0.500
3	Laboratory Science	2.000	SC09 - Science 9, SC09 - Science 9	0.500	SC49 - Biology	0.000			SC49 - Biology, SC71 - Chemistry	1.500	0.000		0.000
4	History & Social Studies	2.500	SS22 - World Hist/a	0.500									2.000

Student Career Plan Screen, Course List Added

EDITING CAREER PLANS

To edit a career plan:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

- Click the **Show Detail** button of the **Courses by Subject Area** section.

Student Career Plan

Student Name: **Abbott, Billy C.** School: **Hope High School** Counselor: **Diaz, Joe** Counselor Badge Number: **1039**

Plan | Inventories Skills/Interests | Documents | Post Secondary Plans

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male**

Career Plan: **CTE - Accounting** Class Of: **2011**

Line	Subject Area	Credits Required	09 Regular Courses	09 Regular Credit Completed	10 Regular Courses	10 Regular Credit Completed	11 Regular Courses	11 Regular Credit Completed	12 Regular Courses	12 Regular Credit Completed	12 Regular Credit Attempted	12 Summer Credit Attempted	Credits Remaining
1	English	4.000	EN09 - English 9	0.500			EN34 - Prin Eng II	0.000	EN46 - Prin Eng III	0.000	0.500		3.000
2	Mathematics	2.000	MA27 - Algebra I	1.500	MA31 - Alt Geometry	0.000	MA31 - Alt Geometry	0.000					0.500
3	Laboratory Science	2.000	SC09 - Science 9	0.500	SC49 - Biology	0.000			SC49 - Biology, SC71 - Chemistry	1.500	0.000		0.000
4	History & Social Studies	2.500	SS22 - World History	0.500									2.000

Student Career Plan Screen, Editing

- In the detail area for each subject area are sections for each grade level that has not been completed. For example, if the student is in 9th grade, it shows grades 10-12. Courses and course groups can then be added to the plan for each of these grade levels for the individual student.
- To add courses to the plan for the student, click the **Line** number for the subject area to edit.

Line	Subject Area	Grade
1	English	Grade 10
2	Mathematics	Grade 11
3	Laboratory Science	Grade 12
4	History & Social Studies	
5	Fine Arts or CTE	
6	Electives	

Courses By Subject Area, Detail Screen

- Click the **Maximize** button for the grade level section to edit.

Line	Subject Area	Grade
1	English	Grade 10
2	Mathematics	Grade 11
3	Laboratory Science	Grade 12
4	History & Social Studies	
5	Fine Arts or CTE	
6	Electives	

Courses By Subject Area, Detail Screen

- To add a pre-built group of courses, click the **Add Course Group** button.

Line	Subject Area	Grade
1	English	Grade 10
2	Mathematics	Grade 11
3	Laboratory Science	Grade 12
4	History & Social Studies	
5	Fine Arts or CTE	
6	Electives	

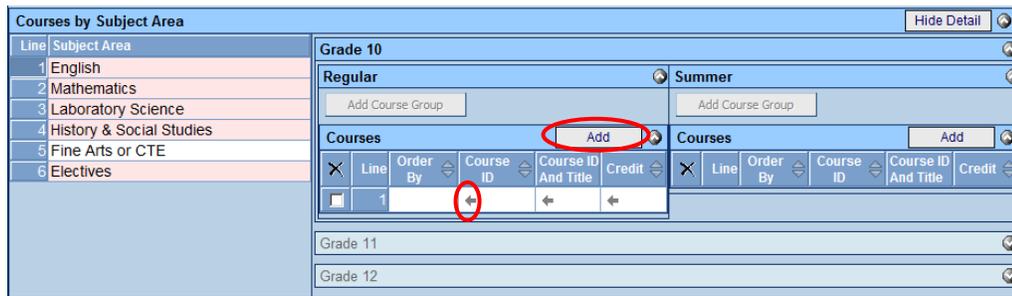
Adding Course Groups to a Career Plan

- The **Student Career Plan Course** screen opens in a separate window. Select the **Course Group** in the list.



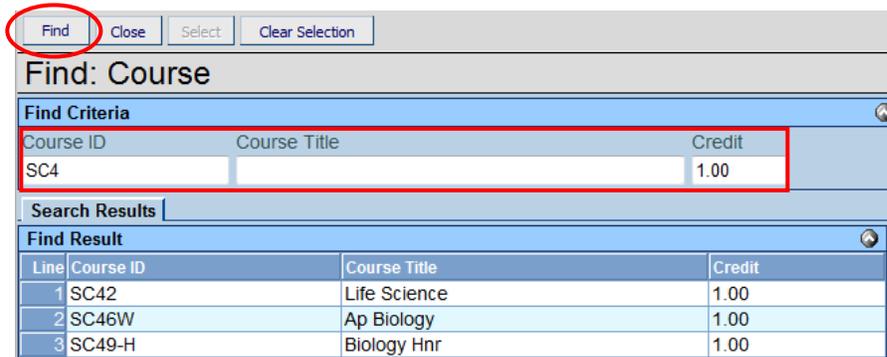
Student Career Plan Course Screen

- If the course group has more than one option, select the **Group Option** to use.
- In the **Action** list, select whether the course group should replace the courses already planned for that subject area and grade, or appended to the existing list.
- Click the **Add Option** to add the course group to the career plan. The courses from the course group are added to the **Courses** grid in the detail screen.
- To add individual courses to the career plan, click the **Add** button in the Courses grid, and a new line appears in the **Courses** grid.



Adding Courses to a Career Plan

- Click the gray arrow in the **Course ID**, **Course ID and Title**, or **Credit** column, and the **Find Course** screen opens in a separate window.
- Enter all or part of the **Course ID**, **Course Title**, or **Credit** to be found, or any combination of these, and click the **Find** button. A list of courses matching the criteria appears in the **Search Results** grid.



Find Course Screen, Find Results

- Click on the course to be added. Then click the **Select** button to add it to the **Courses** in the career plan.

Find: Course

Find Criteria

Course ID	Course Title	Credit
SC4		1.00

Search Results

Find Result

Line	Course ID	Course Title	Credit
1	SC42	Life Science	1.00
2	SC46W	Ap Biology	1.00
3	SC49-H	Biology Hnr	1.00

Find Course Screen, Course Selected

- Click the **Save** button at the top of the screen.

To delete a course from the career plan:

- Click the **Show Detail** button of the **Courses by Subject Area** section.

Student Career Plan

Student Name: **Abbott, Billy C.** School: Hope High School Counselor: Diaz, Joe Counselor Badge Number: 1039

Plan | Inventories Skills/Interests | Documents | Post Secondary Plans

Last Name: Abbott First Name: Billy Middle Name: C Suffix: Perm ID: 905483 Grade: 12 Gender: Male

Career Plan: CTE - Accounting Class Of: 2011

Courses by Subject Area

Line	Subject Area	Credits Required	09 Regular Courses	09 Regular Credit Completed	10 Regular Courses	10 Regular Credit Completed	11 Regular Courses	11 Regular Credit Completed	12 Regular Courses	12 Regular Credit Completed	12 Regular Credit Attempted	12 Summer Credit Attempted	Credits Remaining
1	English	4.000	EN09 - English 9	0.500			EN34 - Prin Eng II	0.000	EN46 - Prin Eng III	0.000	0.500		3.000
2	Mathematics	2.000	MA27 - Algebra I	1.500	MA31 - Alt Geometry	0.000	MA31 - Alt Geometry	0.000					0.500
3	Laboratory Science	2.000	SC09 - Science 9	0.500	SC49 - Biology	0.000			SC49 - Biology, SC71 - Chemistry	1.500	0.000		0.000
4	History & Social Studies	2.500	SS22 - World Hist/q	0.500									2.000

Student Career Plan Screen, Editing

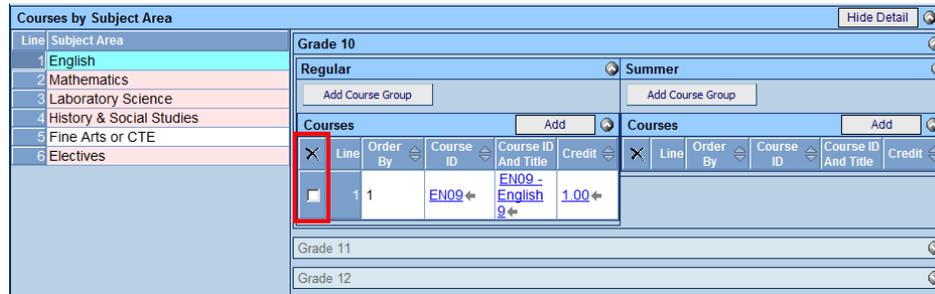
- Click the **Line** number of the subject area to edit, and then click the Maximize button for the grade level section to edit.

Courses by Subject Area

Line	Subject Area	Grade
1	English	Grade 10
2	Mathematics	Grade 11
3	Laboratory Science	Grade 12
4	History & Social Studies	
5	Fine Arts or CTE	
6	Electives	

Courses By Subject Area, Detail Screen

3. Check the box in the **X** column for the courses to be deleted.



The screenshot shows a software interface titled "Courses by Subject Area". On the left is a sidebar with a list of subject areas: English, Mathematics, Laboratory Science, History & Social Studies, Fine Arts or CTE, and Electives. The main area displays a table for "Grade 10" courses, split into "Regular" and "Summer" sections. Each section has an "Add Course Group" button and a "Courses" table. The "Courses" table has columns: Line, Order By, Course ID, Course ID And Title, and Credit. A red box highlights the "X" column header and a checkbox in the first row of the "Regular" section.

X	Line	Order By	Course ID	Course ID And Title	Credit
<input type="checkbox"/>	1	1	EN09	EN09 - English 9	1.00

Courses By Subject Area, Deleting

4. Click the **Save** button at the top of the screen.

ADDING SKILLS AND INTEREST INVENTORIES

To list a student's skills and interest inventories on a student's record:

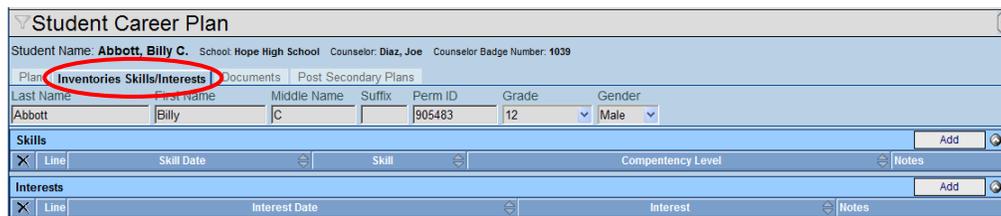
1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

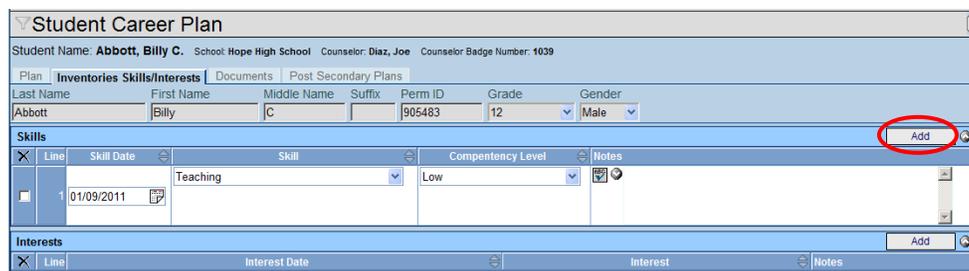


3. Navigate to the **Synergy SIS > Course History > Student Career Plan**, and click the **Inventories Skills/Interests** tab.



Student Career Plan Screen

4. To add a skill in which the student wants to build competency, click the **Add** button in the **Skills** section. A new blank line is added.
5. In the **Skill Date** column, type the date on which the skill was added to the career plan in M/D/YY format, or click the Calendar  button and select the date.



Adding a Skill, Inventories Skills/Interests Tab

6. Select the **Skill** and, optionally, the student's current **Competency Level** and any **Notes**.

- To add a record of a completed interest inventory taken by the student, click the **Add** button in the **Interests** section. A new blank line is added.

The screenshot shows the 'Student Career Plan' interface for a student named Abbott, Billy C. The 'Interests' section is active, displaying a table with columns for Line, Interest Date, Interest, and Notes. An 'Add' button is circled in red in the top right corner of the Interests section.

Line	Interest Date	Interest	Notes
1	02/14/2011	ACT Interest Inventory	

Adding a Interest Inventory, Inventories Skills/Interests Tab

- In the **Interest Date** column, type the date on which the interest inventory was completed in M/D/YY format, or click the Calendar button and select the date.
- Select the interest inventory taken in the **Interest** column.
- Optionally, add **Notes**.
- Click the **Save** button at the top of the screen.

EDITING SKILLS AND INTEREST INVENTORIES

To edit a student's skills or interest inventories:

- Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



- Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



- Navigate to **Synergy SIS > Course History Student Career Plan**, and click the **Inventories Skills/Interests** tab.

Student Career Plan

Student Name: **Abbott, Billy C.** School: Hope High School Counselor: Diaz, Joe Counselor Badge Number: 1039

Plan: **Inventories Skills/Interests** Documents Post Secondary Plans

Last Name: Abbott First Name: Billy Middle Name: C Suffix: Perm ID: 905483 Grade: 12 Gender: Male

Line	Skill Date	Skill	Competency Level	Notes
1	01/09/2011	Teaching	Low	

Line	Interest Date	Interest	Notes
1	02/14/2011	ACT Interest Inventory	

Student Career Plan Screen, Inventories Skills/Interests Tab

- Edit the student records as necessary.
- Click the **Save** button at the top of the screen.

To delete a record:

- Check the box in the **X** column.

Student Career Plan

Student Name: **Abbott, Billy C.** School: Hope High School Counselor: Diaz, Joe Counselor Badge Number: 1039

Plan: **Inventories Skills/Interests** Documents Post Secondary Plans

Last Name: Abbott First Name: Billy Middle Name: C Suffix: Perm ID: 905483 Grade: 12 Gender: Male

X	Line	Skill Date	Skill	Competency Level	Notes
<input type="checkbox"/>	1	01/09/2011	Teaching	Low	

X	Line	Interest Date	Interest	Notes
<input type="checkbox"/>	1	02/14/2011	ACT Interest Inventory	

Student Career Plan Screen, Inventories Skills/Interests Tab, Deleting

- Click the **Save** button at the top of the screen.

ADDING DOCUMENTS

To add a document to a student's career plan, such as a scanned copy of an interest inventory or a test result:

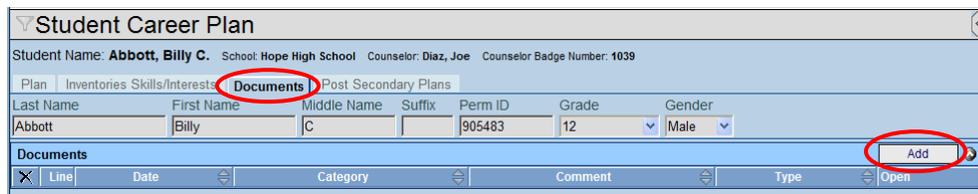
1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

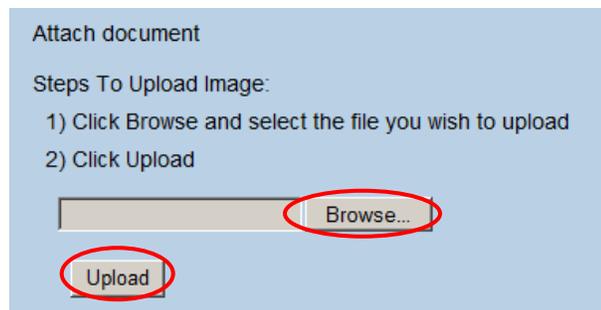


3. Navigate to **Synergy SIS > Course History > Student Career Plan**, and click the **Documents** tab.



Student Career Plan Screen, Documents Tab

4. Click the **Add** button in the **Documents** section.
5. The **Attach Document** screen opens in a separate window. Click the **Browse** button, and locate and select the document.



Attach Document Screen

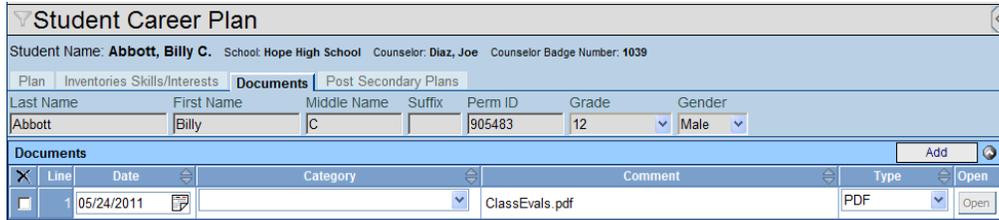
6. Click the **Upload** button.

- Click **OK** to dismiss the success message.



Message Box

- A new line shows the document. By default, today's date is in the **Date** column. You can change the date, using M/D/YY format or clicking the Calendar button.



Saving the Document

- Select a **Category** for the document.
 - By default, the name of the file is entered in the **Comment** column. You can edit this.
 - Click the **Save** button at the top of the screen.
- You can view the document by clicking the **Open** button.

EDITING DOCUMENTS

To edit a document attached to a career plan:

- Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



Focus

- Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

- Navigate to **Synergy SIS > Course History > Student Career Plan**, and click the **Documents** tab.

Student Career Plan

Student Name: **Abbott, Billy C.** School: Hope High School Counselor: Diaz, Joe Counselor Badge Number: 1039

Plan Inventories Skills/Interests **Documents** Post Secondary Plans

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

Documents

X	Line	Date	Category	Comment	Type	Open
<input type="checkbox"/>	1	05/24/2011		ClassEvals.pdf	PDF	Open

Student Career Plan Screen, Documents Tab

4. Edit the **Date**, **Category**, or **Comment** as necessary by clicking in the columns of the records.
5. The document itself cannot be edited. To change a document, it must be deleted and a new document added.
6. Click the **Save** button at the top of the screen to save the changes or click the **Undo** button to cancel the operation without saving the information.

To delete a document:

1. Click the checkbox in the **X** column.

Student Career Plan

Student Name: **Abbott, Billy C.** School: Hope High School Counselor: Diaz, Joe Counselor Badge Number: 1039

Plan Inventories Skills/Interests **Documents** Post Secondary Plans

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

Documents

X	Line	Date	Category	Comment	Type	Open
<input checked="" type="checkbox"/>	1	05/24/2011		ClassEvals.pdf	PDF	Open

Student Career Plan Screen, Documents Tab, Delete Column

2. Click the **Save** button at the top of the screen to save the changes or click the **Undo** button to cancel the operation without deleting the information.

ADDING POST-SECONDARY PLANS

To document the student's post-secondary plans as part of the career plan:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.

Edupoint School District

Hope High School
Year:2011-2012
User:Admin User
Show active and inactive

Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

Menu << >> Edit Undo

Edit Button

- Navigate to **Synergy SIS > Course History > Student Career Plan**, and click the **Post Secondary Plans** tab.
- Select the student's plan in the **Post Secondary Option** list.

Student Career Plan

Student Name: **Abbott, Billy C.** School: **Hope High School** Counselor: **Diaz, Joe** Counselor Badge Number: **1039**

Plan | Inventories Skills/Interests | Documents | **Post Secondary Plans**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male**

Post Secondary Option:

Institutions

Line	Order	Non-District School	School Type	Address	City	State	ZipCode

Add

Student Career Plan Screen, Post Secondary Plans Tab

- To list a school the student plans to attend after high school, click the **Add** button in the **Institutions** section. A new blank line is added to the **Institutions** grid.
- Click the gray arrow in the **Non-District School** column to select a school. The **Find: SchoolNonDistrict** screen opens.

Student Career Plan

Student Name: **Abbott, Billy C.** School: **Hope High School** Counselor: **Diaz, Joe** Counselor Badge Number: **1039**

Plan | Inventories Skills/Interests | Documents | **Post Secondary Plans**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male**

Post Secondary Option: **4 Year Colleg**

Institutions

Line	Order	Non-District School	School Type	Address	City	State	ZipCode
1							

Add

Adding an Institution

- Enter all or part of the **Non-District School** name and any other search criteria, and click the **Find** button. (If the school is not listed, users with needed permissions can add it in **Synergy SIS > System > Setup Non-District School**.)

Find: SchoolNonDistrict

Find Criteria

Non-District School: Address: Address 2:

City: State: ZipCode: School Type:

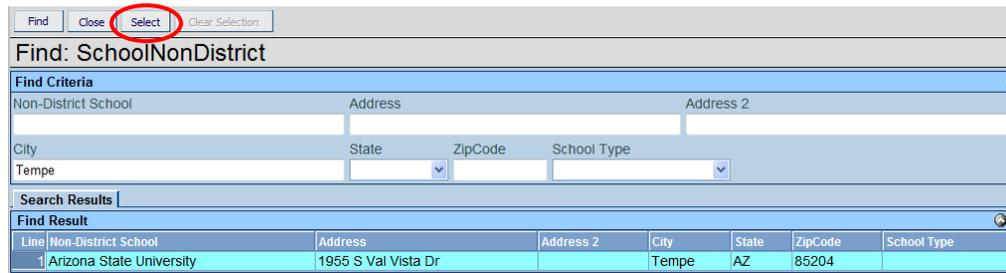
Search Results

Find Result

Line	Non-District School	Address	Address 2	City	State	ZipCode	School Type

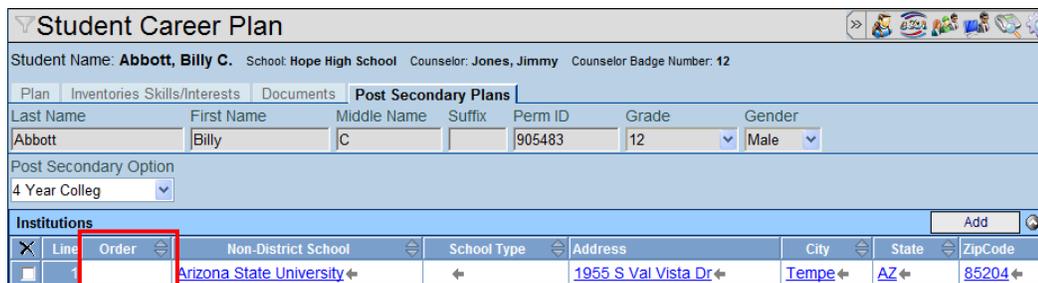
Find School Non District Screen

- Click the school, and click the **Select** button to add the school to the **Institutions** grid.



Find School Non District Screen, Selecting

- If more than one school is listed, enter numbers to specify the **Order** in which they appear.



Student Career Plan Screen, Post Secondary Plans Tab, Order Column

- Click the **Save** button at the top of the screen.

EDITING POST-SECONDARY PLANS

To edit a student’s post-secondary plans:

- Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



Focus

- Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

3. Navigate to **Synergy SIS > Course History > Student Career Plan**, and click the **Post Secondary Plans** tab.

Student Name: **Abbott, Billy C.** School: Hope High School Counselor: Diaz, Joe Counselor Badge Number: 1039

Plan Inventories Skills/Interests Documents **Post Secondary Plans**

Last Name First Name Middle Name Suffix Perm ID Grade Gender
Abbott Billy C 905483 12 Male

Post Secondary Option
4 Year Colleg

Line	Order	Non-District School	School Type	Address	City	State	ZipCode
1		State University ←	University	123 Main ←	Big City ←	AZ	85004 ←

Student Career Plan Screen, Post Secondary Plans Tab, Editing

4. To replace a school in the **Institutions** grid:
 - a. Click a gray arrow in the row for the school. The **Find: SchoolNonDistrict** screen opens.

Student Name: **Abbott, Billy C.** School: Hope High School Counselor: Diaz, Joe Counselor Badge Number: 1039

Plan Inventories Skills/Interests Documents **Post Secondary Plans**

Last Name First Name Middle Name Suffix Perm ID Grade Gender
Abbott Billy C 905483 12 Male

Post Secondary Option
4 Year Colleg

Line	Order	Non-District School	School Type	Address	City	State	ZipCode
1		State University ←	University	123 Main ←	Big City ←	AZ	85004 ←

Replacing an Institution

- b. Enter all or part of the **Non-District School** name and any other search criteria, and click the **Find** button. (If the school is not listed, users with sufficient permissions can add it in **Synergy SIS > System > Setup Non-District School**.)
 - c. Click the school, and click the **Select** button to add the school to the **Institutions** grid.

Find Close **Select** Clear Selection

Find: SchoolNonDistrict

Find Criteria

Non-District School Address Address 2

City State ZipCode School Type

Tempe

Search Results

Line	Non-District School	Address	Address 2	City	State	ZipCode	School Type
1	Arizona State University	1955 S Val Vista Dr		Tempe	AZ	85204	

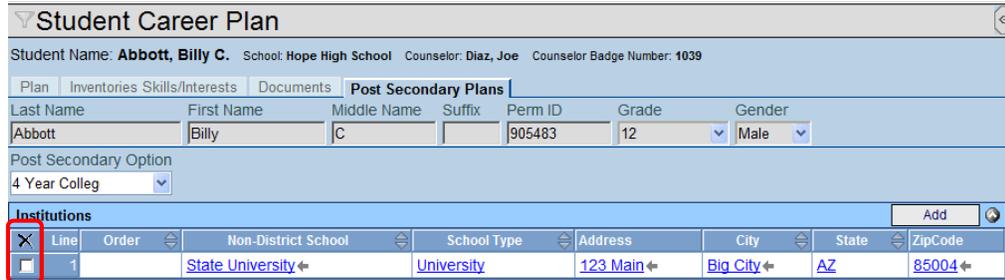
Find School Non District Screen, Selecting

Note: Clicking a link for school information, instead of a gray arrow, opens the **Non-District School** screen, where users with sufficient permissions can edit information about the school.

5. Click the **Save** button at the top of the screen.

To delete a record:

1. Check the box in the **X** column.



The screenshot shows the 'Student Career Plan' interface for a student named Billy C. Abbott. The 'Post Secondary Plans' tab is active. Below the student information, there is a table titled 'Institutions'. The table has columns for Line, Order, Non-District School, School Type, Address, City, State, and ZipCode. A red box highlights the 'X' icon in the first row of the table, which is used to delete the record.

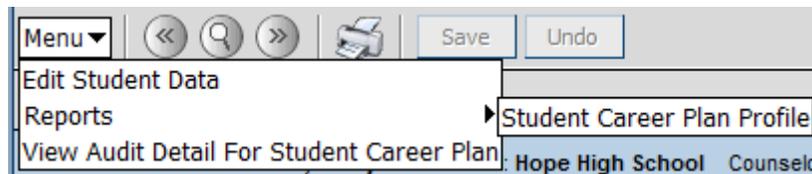
Line	Order	Non-District School	School Type	Address	City	State	ZipCode
<input checked="" type="checkbox"/>	1	State University	University	123 Main	Big City	AZ	85004

Student Career Plan Screen, Post Secondary Plans Tab, Delete Column

2. Click the **Save** button at the top of the screen.

MENU OPTIONS

At the top of the **Student Career Plan** screen, a **Menu** button provides access to additional information regarding the student’s career plans.



Student Career Plan Screen, Menu Options

The options available under the **Menu** button are:

- **Edit Student Data** –puts the screen in Update mode instead of Inquiry mode and allows the data to be edited.
- **Reports** – generates the Student Career Plan Profile for the student currently displayed.



Tip: To select additional options for these reports or to print the reports for a group of students instead of an individual student, the reports should be run from the Reports folder in the Synergy SIS Navigation Tree. For more information about running Career Plan reports, see Chapter Six in this guide.

- **View Audit Detail For Student Career Plan** – the **Audit Trail History** screen lists all changes made to the student’s records, including what was changed, who changed it, and when. It is the same audit trail report available through the **Student** screen.

Audit Trail History			
Properties			
Line	Business Object	Property Name	Crud Action
1	Student	MailSameAsHomeAddress	Update
2		HomeAddressGU	Update
3		GridCode	Update
4		DistrictOfResidenceAddr	Update
5		MailAddressGU	Update
6	StudentPostSecondaryInstitutions	StudentGU	Insert
7		SchoolNonDistrictGU	Insert
8		InstitutionGU	Insert
9	StudentPostSecondaryInstitutions	StudentGU	Delete
10		InstitutionGU	Delete
11		SchoolNonDistrictGU	Delete
12		Orderby	Delete
13	StudentCareerPlan	PostSecondaryOption	Update
14	StudentPostSecondaryInstitutions	StudentGU	Insert
15		InstitutionGU	Insert
16		SchoolNonDistrictGU	Insert
17	StudentCareerPlan	CareerPlanGU	Update
18	StudentCareerPlan	CareerPlanGU	Update
19	StudentCareerPlan	CareerPlanGU	Update
20	StudentCareerPlan	CareerPlanGU	Update
21	StudentCareerPlan	CareerPlanGU	Insert

Audit Trail History for Student Career Plan

The Print button at the top of the screen may be used to print the information on the **Student Career Plan** screen.



The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Student Career Plan											
Student Name: Abbott, Billy C. School: Hope High School Counselor: Diaz, Joe Counselor Badge Number: 1039											
Plan Inventories Skills/Interests Documents Post Secondary Plans											
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Ge					
Abbott	Billy	C		905483	12	Ma					
Career Plan				Class Of							
CTE - Accounting				2011							
Load Defaults											
Courses by Subject Area											
Line	Subject Area	Credits Required	09 Regular Courses	09 Regular Credit Completed	10 Regular Courses	10 Regular Credit Completed	11 Regular Courses	11 Regular Credit Completed	12 Regular Courses		
1	English	4.000	EN09 - English 9	0.500			EN34 - Prin Eng II	0.000	EN46 - Pr Eng III		
2	Mathematics	2.000	MA27 - Algebra I	1.500	MA31 - Alt Geometry	0.000	MA31 - Alt Geometry	0.000			
3	Laboratory Science	2.000	SC09 - Science 9	0.500	SC49 - Biology	0.000			SC49 - Biology, SC71 - Chemistry		
4	History & Social Studies	2.500	SS22 - World Hist/g	0.500							
5	Fine Arts or CTE	1.000	EN09 - English 9	0.000	PA90 - Thea Arts I, CB10 - Comp Foundation, CB18 - Desktop Publish, MU29 - Beg Guitar	0.500	WL41 - French I, IT71 - Welding I	0.500		TS32 - Tr. Safety,	AR54 - Bc Jewelry,

Printed Student Career Plan Screen

Chapter Five: STUDENT CTE

This chapter covers:

- ▶ Overview of CTE
- ▶ Adding CTE
- ▶ Editing CTE
- ▶ Menu Options

OVERVIEW OF CTE

The **Synergy SIS > Course History > Student CTE** (Career and Technical Education) screen records student participation in official CTE programs.

The screenshot shows the 'Student CTE' interface. At the top, it displays 'Student Name: Abbott, Billy C.', 'School: Hope High School', 'Homeroom: 216', and 'Teacher: User, T.'. Below this is a 'CTE' section with fields for 'Last Name' (Abbott), 'First Name' (Billy), 'Middle Name' (C), 'Suffix', 'Perm ID' (905483), 'Grade' (12), and 'State ID' (0001341311). There are also checkboxes for 'Special Populations Code' such as 'Disabled', 'Limited English Proficient', 'Economically Disadvantaged', 'Single Parent', 'Displaced Homemaker', and 'Non-Traditional'. A 'CTE to Report' dropdown is set to 'Accounting and Related Services', and a 'Career Cluster to Report' dropdown is set to 'Business Management & Administration'. At the bottom, a 'CTE Programs' table is visible:

Line	Completed	Code	Title	Competent
1	<input type="checkbox"/>	AC	Accounting and Related Services	N

Student CTE Screen

ADDING CTE

CTE programs can either be automatically assigned to students based on their courses, or the programs may be manually assigned. To add a CTE program manually to a student's record:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

3. Navigate to **Synergy SIS > Course History > Student CTE**.
4. Click the **Chooser** button. The **Chooser** screen opens in a separate window.

The screenshot shows the 'Chooser' screen. It has a 'Find' and 'Select' button at the top left. Below is a 'Find Criteria' section with 'Code' and 'Title' input fields. There are 'Add Selected Row(s) >' and 'Add All Row(s) >>' buttons. At the bottom, there are two tables: 'Find Result' and 'Selected Items', both with columns for 'Line', 'Code', and 'Title'.

Chooser Screen

5. Enter all or part of the CTE program **Code** or **Title** and click the **Find** button. All programs that match the find criteria appear in the **Find Result** grid.

6. Under **Find Result**, click a program to add, or hold down the Shift key and click multiple programs, and click the **Add Selected Row(s)>** button to move the selection to the **Selected Items** grid. Or to add all of the programs listed under **Find Result**, click the **Add All Row(s) >>** button.

Finding CTE Programs

7. Click the **Select** button.

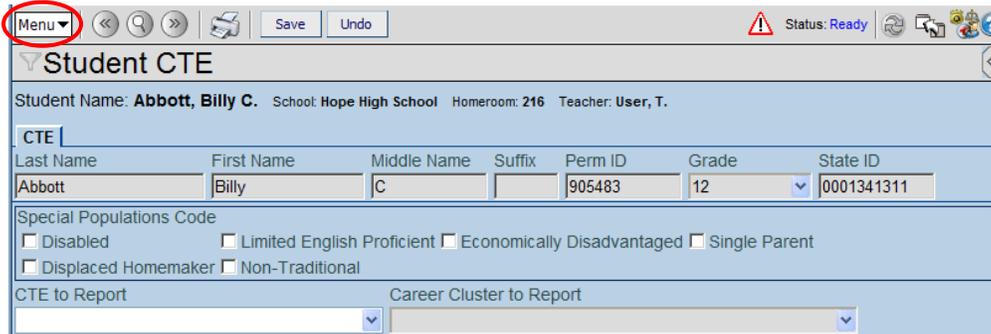
Student CTE Screen, Program Added

8. Click the **Save** button at the top of the screen.
9. Select any **Special Populations Code** to which the student belongs by checking the appropriate box.
10. In the **CTE to Report** list, click the student's main CTE program.
11. If the CTE program is associated with more than one career cluster: In the **Career Cluster to Report** list, select the cluster to be reported.
12. For each program listed under **CTE Programs**:
- If the student has finished the program, check the **Completed** box and enter the **Completed Date**.
 - Rate the student's skills in the program area using the **Competent** list.
13. Click the **Save** button at the top of the screen.

Automatic assignment happens when a student is enrolled in a CTE course and the update process is run. The CTE update process can be run in bulk, or run individually for one student. The **Update Student CTE** screen assigns CTE programs to all students at the school in focus, as described in the *Synergy SIS – Course History Administrator Guide*.

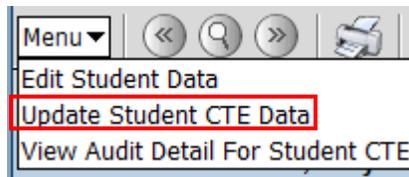
To automatically assign to one student:

1. Click on the **Menu** button at the top of the **Student CTE** screen.



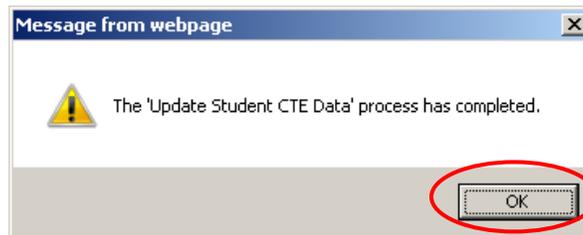
Student CTE Screen

2. Select **Update Student CTE Data**.



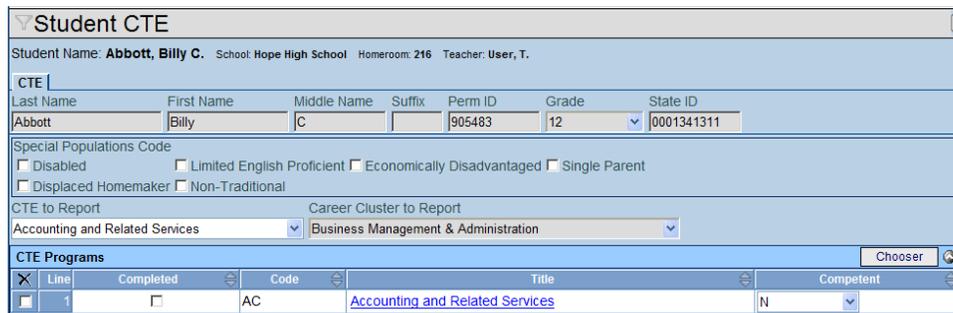
Student CTE Screen, Menu Options

3. Click **OK** to dismiss the success message.



Message Box

4. If the student has completed or is currently enrolled in any courses assigned to a CTE program, the program is added to the **Student CTE** screen. If only one program is found, it is also automatically entered as the **CTE To Report**.



CTE Program Added

EDITING CTE

To edit a CTE record:

1. Navigate to **Synergy SIS > Course History > Student CTE**.

Student CTE

Student Name: **Abbott, Billy C.** School: Hope High School Homeroom: 216 Teacher: User, T.

CTE

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	State ID
Abbott	Billy	C		905483	12	0001341311

Special Populations Code

Disabled Limited English Proficient Economically Disadvantaged Single Parent

Displaced Homemaker Non-Traditional

CTE to Report: Accounting and Related Services

Career Cluster to Report: Business Management & Administration

CTE Programs

Line	Completed	Code	Title	Competent
1	<input type="checkbox"/>	AC	Accounting and Related Services	N

Student CTE Screen

2. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



Focus

3. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

4. Select any **Special Populations Code** to which the student belongs by checking the appropriate box.
5. Select the main program for the student in the **CTE to Report** list.
6. For each program listed under **CTE Programs**:
 - If the student has finished the program, check the **Completed** box and enter the **Completed Date**.
 - Rate the student's skills in the program area using the **Competent** list.
7. Click the **Save** button at the top of the screen.

To delete a CTE program record:

1. Check the box in the **X** column.

The screenshot shows the 'Student CTE' interface for a student named Abbott, Billy C. at Hope High School. The interface includes fields for student information, special populations codes, and CTE program details. At the bottom, there is a table titled 'CTE Programs' with columns: X, Line, Completed, Code, Title, and Competent. The first row shows Line 1, Code AC, Title Accounting and Related Services, and Competent N. A red box highlights the 'X' column header.

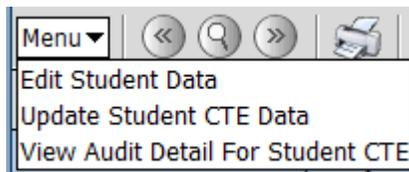
X	Line	Completed	Code	Title	Competent
<input type="checkbox"/>	1	<input type="checkbox"/>	AC	Accounting and Related Services	N

Student CTE Screen, Delete Column

2. Click the **Save** button at the top of the screen.

MENU OPTIONS

At the top of the Student CTE screen, a **Menu** button provides access to additional information regarding the student's CTE programs.



Student CTE Screen, Menu Options

The options available under the **Menu** button are:

- **Edit Student Data** – puts the screen in Update mode instead of Inquiry mode and allows the data to be edited.
- **Update Student CTE Data** – adds or removes CTE programs for the student based on course assignments.

- **View Audit Detail For Student CTE** – the **Audit Trail History** screen lists each change made to the student’s records, including who changed it, and when.

Audit Trail History							
Properties							Show Detail
Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name	Date Time Stamp
1	StudentCTEProgram	Competent	Insert	N		User, Admin	07/03/2011 15:59:03
2		UserEntered	Insert	N		User, Admin	07/03/2011 15:59:03
3		CTEProgramGU	Insert	<Link>		User, Admin	07/03/2011 15:59:03
4		Completed	Insert	N		User, Admin	07/03/2011 15:59:03
5		StuCTEProgramGU	Insert	<Link>		User, Admin	07/03/2011 15:59:03
6		StudentGU	Insert	<Link>		User, Admin	07/03/2011 15:59:03
7	StudentCTEProgram	CTEProgramGU	Update	<Link>		User, Admin	06/30/2011 10:37:32
8		Completed	Update	Y	N	User, Admin	06/30/2011 10:37:32
9		Competent	Update	Y	N	User, Admin	06/30/2011 10:37:32
10	StudentCTEProgram	Completed	Update	Y	N	User, Admin	06/30/2011 10:37:32
11		Competent	Update	Y	N	User, Admin	06/30/2011 10:37:32
12		CTEProgramGU	Update	<Link>		User, Admin	06/30/2011 10:37:32

Audit Trail History for Student CTE

The Print button at the top of the screen may be used to print the information on the Student CTE screen.



Print Button

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Menu
⏪
🔍
⏩
🖨️
Save
Undo

Status: Ready

Student CTE

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **409** Teacher: **Sullivan, J.**

CTE

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Sta
Abbott	Billy	C		905483	12	001

Special Populations Code

<input type="checkbox"/> Disabled	<input type="checkbox"/> Limited English Proficient	<input type="checkbox"/> Economically Disadvantaged	<input type="checkbox"/> Single Parent
<input type="checkbox"/> Displaced Homemaker	<input type="checkbox"/> Non-Traditional		

CTE to Report
Information Technology

Career Cluster to Report
Information Technology

Line	Completed	Completed Date	Code	Title	Competent
1	<input checked="" type="checkbox"/>	08/28/2012	IT	Information Technology	Y

Printed Student CTE Screen

Chapter Six: REPORTS

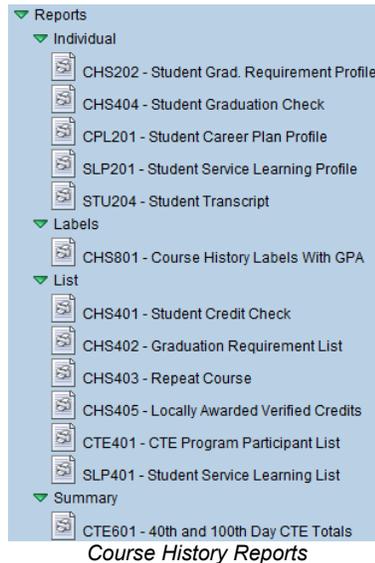
In this chapter, the following topics are covered:

- ▶ Available Reports
- ▶ CHS202 – Student Grad. Requirement Profile
- ▶ CHS404 – Student Graduation Check
- ▶ CPL201 – Student Career Plan Profile
- ▶ SLP201 – Student Service Learning Profile
- ▶ STU204 – Student Transcript
- ▶ CHS801 – Course History Labels With GPA
- ▶ CHS401 – Student Credit Check
- ▶ CHS402 – Graduation Requirement List
- ▶ CHS403 – Repeat Course
- ▶ CHS405 – Locally Awarded Verified Credits
- ▶ CTE401 – CTE Program Participant List
- ▶ CTE601 – 40th and 100th Day CTE Totals
- ▶ SLP401 – Student Service Learning List

AVAILABLE REPORTS

The available reports for Course History, Career Plan, CTE, School Attended History, and Service Learning are found under the **Synergy SIS > Course History > Reports**.

Individual reports print information about a single student per page, but can be printed for multiple students at one time. List reports generate summaries for multiple students.



To print a report, navigate to it, select options, and click the **Print** button.



Reference: For more information about customizing all Synergy SIS reports, please refer to the *Synergy SIS – Query & Reporting Guide*. This chapter covers only the customizations specific to each of the reports used in Course History, and the additional options available on the other tabs are explained in the *Query & Reporting Guide*.

CHS202 – Student Grad. Requirement Profile

The student graduation requirement profile prints out the complete student course history with a summary of the credits needed by subject area.

Required		Completed		In Progress		Needed	
Subject Area	Credits	Course Title	Mark	Credits	Course Title	Credits	Credits
Fine Arts or Career Tech Ed.	1.00	CE11 - Computer Apps	F				
		PA90 - Thru Arts I	B	0.50			
		CE10 - Drawing/Publish	D				
		PA91 - Thru Arts II	A	0.50			
		PA98 - Int Acting	B				
		NC851 - RIBB Per	C+	0.50			
		NC851 - RIBB Per	C+				
		NC852 - RIBB Per	A				
		NC852 - RIBB Per	A				
		MU29 - Bag Outfit	D-				
		PT11 - Wooding I	F				
		AR14 - Bag Jewelry	C				
Health and Physical Education	2.00	TS22 - Tr Safety	B	0.50			
		PE78 - Weight Trk Skys	C	0.50			
		PE781 - Weight Trk	A+	0.50			
Music	4.00	MU45 - March Band	B	0.50			
		SAB2 - Stu Asst Course	F				
English	4.00	EN22 - Fresh Wrkg	C	0.50			
		NC851 - RIBB Per	B+	0.50			
		MU21 - Symphonic Band	C	0.50			
		EN20 - English 9	C	0.50			
		MU21 - Symphonic Band	B	0.50			
		EN20 - English 9	B	0.50			
		MU20 - Symphonic Band	A	0.50			
		MU20 - Symphonic Band	A	0.50			
		PS20C - Co-Parent Dev.	A	0.50			
		MU20 - Symphonic Band	A	0.50			
		MU20 - Symphonic Band	A	0.50			
		AR14 - Bag Jewelry	A+	0.50			
		MU45 - March Band	A	0.50			
		AR41 - French I	C	0.50			
		EN20 - Eng (Ext) LI	A+	0.50			
Mathematics	4.00	EN20 - Comp Positioning	F				2.50
		EN20 - Fin Eng I	C	0.50			
		EN21 - LI Expt	F				
		EN21 - LI Expt	B	0.50			
		EN24 - Fin Eng II	D				
		EN22 - Mytkwky	C	0.50			
Laboratory Science	3.00	EN24 - Fin Eng III	B				2.50
		MA27 - Algebra I	C	0.50			
		MA27 - Algebra I	A	0.50			
		MA27 - Algebra I	D-				
MA31 - Alt Geometry	C	0.50					
MA31 - Alt Geometry	F						
MA31 - Alt Geometry	D						
SC20 - Science 9	C	0.50				2.00	

Graduation Requirement Profile, Page 1

Required		Completed		In Progress		Needed	
Subject Area	Credits	Course Title	Mark	Credits	Course Title	Credits	Credits
Laboratory Science	3.00	SC20 - Science 9	D				2.00
		SC48 - Bsktbp	F				
		SC48 - Bsktbp	D				
History and Social Science	4.00	SC48 - Bsktbp	B	0.50			
		SS25 - Am Govt	A				
		SS25 - Am Govt	C	0.50			
		SS24 - Amer History I	A-				
		SS24 - Amer History I	C	0.50			
SS25 - Amer History II	B	0.50					
Total	22.00			15.00			6.50

Test Name	Performance Level	Score	Status
SC2 - English	Meets Standard	325	Not Passed
SC2 - Mathematics	Below Standard	343	Not Passed
SC2 - Social Science	Meets Standard		Passed
SC2 - History / Social Science			Not Taken

Required Hours	Hours	Status
10.00	10.00	Passed

Name	Required GPA	GPA	Status
CLM GPA	1.00000	1.932	Passed

Graduation Requirement Profile, Page 2

The report can be customized using the following options:

- **Graduation Requirement** – select the graduation requirement definition to use for the report
- **Add Work In Progress** – select None, Student grades, or Student schedule to include the student's current schedule
- **School Year for Request Credit** – select a school year to include the student's requested courses
- **Grading Period** – if work in progress is selected, choose which grading period to use
- **Term Definitions** – select which terms to use for work in progress
- **Show Detailed Course History** – show all courses in addition to a summary by subject area
- **Show mark received for completed coursework** – display the mark earned for each course
- **Show Credit Waivers** – include waivers in the report

Report Interface
Name: **Student Grad. Requirement Profile** Number: **CHS202** Page Orientation: **Portrait**

Options | Sort / Output | Conditions | Selection | Advanced

Grad Req Options

Graduation Requirement
High School

Add Work In Progress

Include future course request credit by picking the school year request credit (leave blank to skip course request credit)
School Year for Request Credit

Grading Period

Term Definitions
 S1 S2

Show Detailed Course History
 Show mark received for completed course work
 Use Simple Header Suppress Page Break

Course Display Option
Course ID and Title

Student Info

Last Name First Name
Abbott Billy

Perm ID Grade
905483 12

Section ID

Filtering

Student Filter

Students Which:
 Meet Subject Area Req.
 Meet Test Req.
 Meet GPA Req.
 Meet Service Learning Req.

Student Grad. Requirement Profile Report Interface

- **Use Simple Header** – reduce the size of the page header by removing the student detail information
- **Suppress Page Break** – if this is selected, the report does not insert a page break before each student's record when printing the report for multiple students.
- **Course Display Option** - select whether to display Course ID and Title, Course ID only, or Course Title only.

The report can also be filtered using the following options:

- An individual student or group of students can be selected by filtering on the **Last Name**, **First Name**, **Perm ID**, **Grade**, or **Section ID**. For example, if grade 12 is selected the report prints an individual report for each student in grade 12.
- Using the **Student Filter**, students that meet or don't meet the checked off requirements are displayed. The Student Filter may be set to **Exclude**, **Include**, or **Show All Students** and the requirements that can be used as a filter are the **Subject Area Req.**, **Test Req.**, **GPA Req.** and **Service Learning Req.** For example, if the Student Filter is set to Include and the Test Req is selected, an individual report is printed for all students who have met the test requirements for graduation.

CHS404 – Student Graduation Check

Report CHS404, the Student Graduation Check Report, presents all of the requirements needed for graduation with the detail of the student's progress in meeting those requirements. It can show the complete course history, a summary of the test results, the GPA and class rank, the total service learning hours, and the credit progress in each of the subject areas.



Hope (HS1)
Student Graduation Check
as of 03/24/2009

Year: 2007-2008
Report: CHS404

Student Name: **Abbott, Billy C.**

Grade: **12**

State ID Number: **0001341311**

Class	Course Title	Mark	Crd	Comp / AD	Class ID	Course Title	Mark	Crd	Comp / AD
Blalock High School									
Fall 2001									
Grade 00					Grade 11				
EN29	English 9	F	0.00	0.00	EN52	Mythology	C	0.50	0.50
MA27	Algebra I	C	0.50	0.50	MA31	All Geometry	D	0.50	0.50
MU21	Symphonic Band	C	0.50	0.50	MU33	Symphonic Band	A	0.50	0.50
SA42	Stu-Act Course	F	0.00	0.50	PA41	The Arts II	A	0.50	0.50
SC29	Science 9	C	0.50	0.50	PE75	Weight Trn Boys	C	0.50	0.50
SS21	World History	D	0.00	0.50	SS35	Amer History II	B	0.50	0.50
Hope (HS1)									
Spring 2001									
Grade 00					Grade 12				
CS11	Computer Apps	F	0.00	0.50			B	0.00	0.00
EN29	English 9	C	0.50	0.50			A-	0.00	0.00
MA27	Algebra I	A	0.50	0.50			A	0.00	0.00
MU21	Symphonic Band	B	0.50	0.50			A	0.00	0.00
SC29	Science 9	D	0.00	0.50			B+	0.00	0.00
SS22	World History	C	0.50	0.50			A-	0.00	0.00
Hope (HS1)									
Summer 2001									
Grade 00					Grade 12				
EN29	English 9	B	0.50	0.50			A+	0.50	0.50
MA27	Algebra I	D	0.00	0.50			C	0.00	0.00
Hope (HS1)									
Fall 2002									
Grade 10					Grade 12				
EN51	Lit Explore	F	0.00	0.00			D	0.00	0.00
MA31	All Geometry	C	0.50	0.50			C+	0.00	0.00
MU29	Big Guitars	D	0.00	0.50			ns	0.00	0.00
MU33	Symphonic Band	A	0.50	0.50			C-	0.00	0.00
MU41	March Band	B	0.50	0.50			B	0.00	0.00
PA90	The Arts I	B	0.50	0.50			A+	0.50	0.50
SC49	Biology	F	0.00	0.00			A	0.00	0.00
Hope (HS1)									
Spring 2002									
Grade 10					Grade 12				
CS10	Comp Foundation	F	0.00	0.50			C	0.50	0.50
CS18	Desktop Publish	D	0.00	0.50			B	0.00	0.00
EN33	Prin Eng I	C	0.50	0.50					
EN51	Lit Explore	B	0.50	0.50					
MA31	All Geometry	F	0.00	0.00					
MU33	Symphonic Band	A	0.50	0.50					
SC49	Biology	D	0.00	0.50					
Hope (HS1)									
Summer 2002									
Grade 10					Grade 12				
FZ32	Co-Parent Dev.	A	0.50	0.50					
SC49	Biology	B	0.50	0.50					
Hope (HS1)									
Fall 2003									
Grade 11					Grade 12				
EN34	Prin Eng II	D	0.00	0.50					
IT71	Writing I	F	0.00	0.50					
MU33	Symphonic Band	A	0.50	0.50					
MU41	March Band	A	0.50	0.50					
SS34	Amer History I	C	0.50	0.50					
TS32	Tr. Safety	B	0.50	0.50					
WA41	French I	C	0.50	0.50					

Requirements Met Check List

Credits

GPA

Subject Areas

Test

Service Learning

GPAs **Class Rank out of 819**

CUM GPA 2.085 750

Total Credits Attempted: 22.50

Total Credits Completed: 16.50

Total Credits Required to Graduate: 22.00

Class of 2009 - High School

Subject	Req	Need	Status
Fine Arts or Career Tech Ed.	1.00		Completed
Health and Physical Education	2.00		Completed
Electives	4.00		Completed
English	4.00	2.00	Incomplete
Mathematics	4.00	2.50	Incomplete
Laboratory Science	3.00	2.00	Incomplete
History and Social Science	4.00	2.00	Incomplete

Work in Progress Credits Included

The class of 2009 will be required to complete 24 credits for graduation.

You are still missing some credits for graduation. Please see your counselor for options.

All seniors must complete at least 10 hours of service learning to graduate. Please see your counselor for available opportunities.

Student has Complete 60.00 hrs.

To graduate, you must complete 10 hours of service learning.

SOL English 05/2008 Failed

SOL Mathematics 05/2008 Failed

SOL Social Science 05/2008 Passed

SOL History / Social Science Not Taken

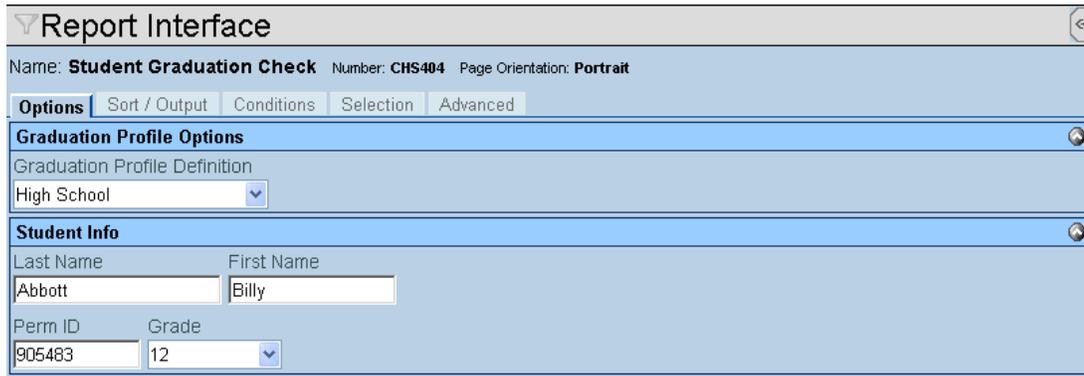
The next testing dates are in April. If you haven't passed the state tests, be sure to sign up for testing.

WARNING: You didn't take the required state test for English. You must receive a passing grade on this test to graduate. Be sure to attend the next testing session on April 17, 2008.

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Edupoint School District
Page 1 of 1

Student Graduation Check

The report can be customized prior to printing as follows:



Report Interface <<

Name: **Student Graduation Check** Number: **CHS404** Page Orientation: **Portrait**

Options | Sort / Output | Conditions | Selection | Advanced

Graduation Profile Options ⌵

Graduation Profile Definition
High School ▾

Student Info ⌵

Last Name First Name
Abbott Billy

Perm ID Grade
905483 12 ▾

Student Graduation Check Report Interface

- The **Graduation Profile Definition** to be used for the report may be selected from the drop-down list.
- This report can be also filtered to print a report for one student, or a report for every student meeting the criteria specified. Students may be selected by **Perm ID, Last Name, First Name, or Grade**.



Reference: For more information on how to customize this report, please see the chapter on the Student Graduation Check Report in the *Synergy SIS – Course History Administrator Guide*.

CPL201 – Student Career Plan Profile

The Student Career Plan Profile report lists each of the subject areas required for graduation, and shows what courses have been completed, are in the student's schedule, or are planned for each subject area.



Hope High School
Student Career Plan Profile

Year: 2010-2011
Report: CPL201

General Information

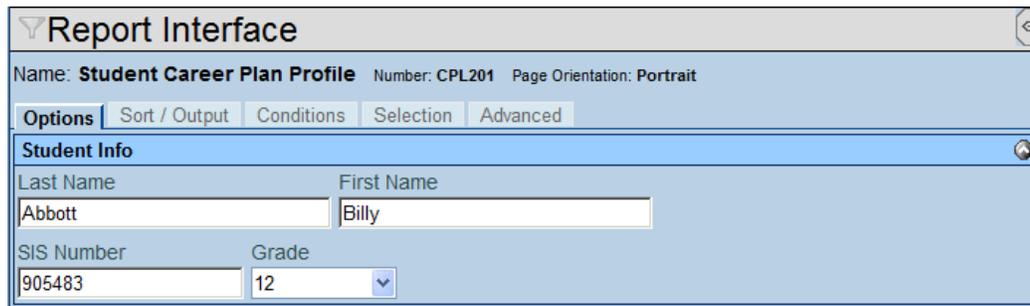
Student Name Abbott, Billy C.		SIS Number 905483	Gen M	Grade 12	Enter Date 08/31/2010	Leave Date
Last Name Goes By		Nick Name	Birth Date 05/12/1993		Home Address 1960 S Val Vista Dr Mesa, AZ 85234	
Phone ###-###-####	Home Language Spanish	Ethnic Code Hispanic				

Required	Completed		In Progress		Planned		Needed		
Subject Area	Crd	Course Title	Mark	Crd	Course Title	Crd	Course Title	Crd	Credits
English	4.000	EN09-English 9	C	0.500	EN46-Prin Eng II	0.500			3.000
		EN34-Prin Eng II	D	0					
Mathematics	2.000	MA27-Algebra I	A	1.500					0.500
		MA31-Alt Geometry	D	0					
		MA31-Alt Geometry	F	0					
Laboratory Science	2.000	SC09-Science 9	D	0					0.000
		SC09-Science 9	C	0.500					
		SC49-Biology	A	0.500					
		SC49-Biology	D	0					
		SC71-Chemistry	B	1.000					
History & Social Studies	2.500	SS22-World Histg	C	0.500					2.000
Fine Arts or CTE	1.000	CB10-Comp Foundation	F	0					0.000
		CB18-Desktop Publish	D	0					
		EN09-English 9	F	0					
		IT71-Welding I	F	0					
		MU29-Beg Guitar	D-	0					
		PA90-Thea Arts I	B	0.500					
		WL41-French I	C	0.500					
Electives	8.500	AR54-Beg Jewelry	A+	0.500	52.0300.10-Introduction to Bus	0.500			0.000
		EN40-Shakespeare	C	0.500	FG77-Prin&prac Econ	0.500			
		EN51-Lit Explor	B	0.500	NC962-Rt 6th Per	0.500			
		EN52-Mythology	C	0.500	PA86-Intermediate Acting	0.500			
		EN60-Eng (bril) Lit	A+	0.500	PE762-Weight Tm Boys	0.500			
		MU21-Symphonic Band	C	0.500	SS51-Teacher Aid	0.500			
		MU21-Symphonic Band	B	0.500					
		MU38-Symphonic Band	A	0.500					
		MU38-Symphonic Band	A	0.500					
		MU41-March Band	A	0.500					
		MU41-March Band	B	0.500					
		PA91-Thea Arts II	C	0.500					
		PE76-Weight Tm Boys	C	0.500					
		SA62-Sbz Asst Cours	P	0					
		SS34-Amer History I	C	0.500					
		SS35-Amer History II	B	1.500					
		SS51-Am Govt	C	0.500					
		TS32-Tr. Safety	B	0.500					
Totals	20.00			15.00		3.50		0.00	5.50

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Student Career Plan Profile

The report can be customized prior to printing as follows:



Report Interface

Name: **Student Career Plan Profile** Number: CPL201 Page Orientation: Portrait

Options | Sort / Output | Conditions | Selection | Advanced

Student Info

Last Name First Name
Abbott Billy

SIS Number Grade
905483 12

Student Career Plan Profile Report Interface

- This report can be filtered to print a report for one student, or a report for every student meeting the criteria specified. Students may be selected by **Perm ID, Last Name, First Name, or Grade**.

SLP201 – Student Service Learning Profile

The service learning profile prints a list of all student service learning activities.

Edupoint School District

Hope (HS1)
Student Service Learning Profile

Year: 2007-2008
Report: SLP201

Student Information

Student Name Abbott, Billy C.	Perm ID 905483	Gender M	Grade 12	Address 3616 Pence Ct Annandale, OH 22005
Last Name Goes By	Nick Name	Birth Date 10/14/1988	Enter Date 08/14/2007	Leave Date
Phone 703-555-1212	Home Language English	Ethnic Code Hispanic		

Abbott, Billy C.

Date Earned	Category	Project Name	Hours
02/05/2008	1	Town community center after hours help	50.00
12/25/2007	1	Homeless shelter assistance	10.00
Total Hours			60.00

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Student Service Learning Profile

This report can be filtered to print a report for one student, or a report for every student meeting the criteria specified. Students may be selected by **Perm ID**, or **Last Name** and **First Name**.

Groups of students may be selected by choosing a **Grade Range**, or the **Date** on which the Service Learning was earned. If a number is entered into the **Total Hours** box, the report prints a report for each student that earned that number of hours or more.

To remove the student detail information from the header, check **Use Simple Header**.

Report Interface

Name: Student Service Learning Profile Number: SLP201 Page Orientation: Portrait

Options | Sort / Output | Conditions | Selection | Advanced

Student Info

Perm ID
905483

Last Name
Abbott

First Name
Billy

Grade
- -

Options

Date Earned
- -

Total Hours
-

Use Simple Header

School Type

School Type
- -

Show School Type

Group By School Type

Student Service Learning Profile Report Interface

School Type - make a selection if you want only the records from a single type of school to be displayed

Show School Type - select this check box if you want the school type to be displayed in the report after the Project Name column

Group by School Type - select this check box if you do not select a school type in the **School Type** list, and you want the report to be grouped by school type. The report shows a subtotal of hours for each type and a grand total at the bottom.

STU204 – Student Transcript

As the example below demonstrates, transcripts can contain a wealth of information – much more than a standard list of courses and grades. The student's test history, service learning hours, and extracurricular achievements can also be included, as well as GPA and class rank information.

Student Name Abbott, Billy C.			Edupoint School District Hope (HS1)			High School Hope (HS1) March 10, 2009		
Perm ID 905483	Grade 12	Gender Male				Phone 703-555-1212	Fax 549-555-1213	
Date Of Birth 10/14/1988		Phone 703-555-1212		School Address 123 Main St Vienna, VA 22182				
Home Address 3515 Pence Ct Annandale, OH 22003								

Crs ID	Course Title	Mark	Cred Att/Cmp	Crs ID	Course Title	Mark	Cred Att/Cmp	Crs ID	Course Title	Mark	Cred Att/Cmp
Blalock High School				Hope (HS1)				Hope (HS1)			
Yr: 2001	Term: Fall	Grade: 9		Yr: 2002	Term: Spring	Grade: 10		Yr: 2003	Term: Spring	Grade: 11	
R EN09	English 9	F	0.00 / 0.00	CB10	Comp Foundation	F	0.50 / 0.50	SS35	Amer History II	B	0.50 / 0.50
MA27	Algebra I	C	0.50 / 0.50	CB18	Desktop/Publish	D	0.50 / 0.50	Cred AE: 3.00 Cred Cmp: 3.00 GPA: 2.328			
MU21	Symphonic Band	C	0.50 / 0.50	EN33	Prin Eng I	C	0.50 / 0.50	Graduation Requirements - Credit Summary			
SA82	Sta Asst Course	P	0.50 / 0.50	EN51	Lit Explor	B	0.50 / 0.50	Subject Area	Req'd	Comp'd	Needed
SC09	Science 9	C	0.50 / 0.50	MA31	Alt Geometry	F	0.00 / 0.00	Fine Arts or Career Tech Ed.	1.00	1.00	
SS21	World History	D	0.50 / 0.50	MU38	Symphonic Band	A	0.50 / 0.50	Health and Physical Education	2.00	2.00	
Cred AE: 2.50			Cred Cmp: 2.50	SC49	Biology	D	0.50 / 0.50	Electives	4.00	5.50	
			GPA: 1.410				GPA: 1.550	English	4.00	1.50	2.50
								Mathematics	4.00	1.50	2.50
								Laboratory Science	3.00	1.00	2.00
								History and Social Science	4.00	1.00	3.00
								TOTALS	22.00	13.50	10.00
								Graduation Requirements - Test History			
								Test Name	Result	Perf Lvl	Score
								SC1, English	Not Passed	Meets	355
								SC1, Mathematics	Not Passed	Below	343
								SC1, Social Science	Not Taken	Not Taken	
								SC1, History / Social Science	Not Taken	Not Taken	
								Achievements			
								Name	Date	Sch Yr	
								Academic Decathlon	03/25/2008	2007	
								Academic Decathlon	04/17/2008	2005	
								National Honor Society Member	04/17/2008	2004	
								National Honor Society Member	04/17/2008	2003	
								Service Learning			
								HOURS			60.00
								God Level Service Performer			

R = Repeat, no Impact H = Honors C = College Prep Course							
Grade Point Legend <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Mark</th> <th>Normal</th> <th>Honors</th> </tr> <tr> <td>A</td> <td>3.5</td> <td>4.0</td> </tr> </table>	Mark	Normal	Honors	A	3.5	4.0	GPA Summary Current Marking P 1.832 Ranked By Cumulative GPA
Mark	Normal	Honors					
A	3.5	4.0					
Enter Date 08/14/2007	Class Rank 774 out of 820						
Leave Date	Graduation Date						
Class of 2009							

NOTES Billy will not graduate with his class unless he can pass the Exit Exam next week.	
Signature _____	03/10/2009

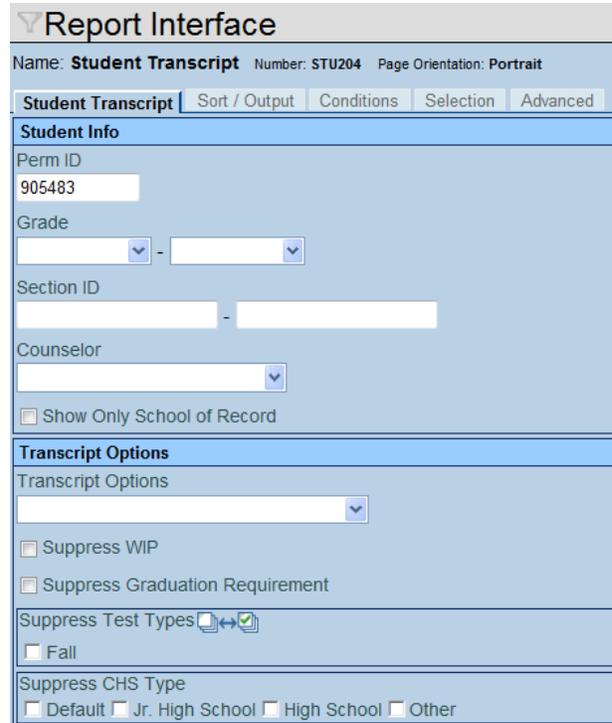
Page 1 of 1

Student Transcript

You customize the transcript through the Student Transcript Options screen. However, at the time the report is printed, the student transcripts may be printed in groups by setting the criteria in the Student Info section.

To select which student transcripts are printed:

- Filter for an individual student using **Perm ID**
- Select a group of students using the **Grade** range or **Section ID** or **Counselor**.



Student Transcript Report Interface

Options:

- **Show Only School of Record** – select to limit the display to courses completed at the school where the student is currently enrolled.
- **Transcript Options** – select which transcript format to use.
- **Suppress WIP** – select to prevent work in progress from printing.
- **Suppress Graduation Requirement** – select to prevent data related to graduation requirements from printing.
- **Suppress Test Types** – select to prevent selected test types from printing in the Additional Tests section.
- **Suppress CHS Type** – select one or more course history types to prevent them from printing.

CHS801 – Course History Labels With GPA

The Course History Labels with GPA report prints a set of labels that includes the student's list of courses for a specified grading period with the grade received for each course.

Abbott, Billy C.		Hope High School			
Stu ID: 905483	Grade: 12	12/2009			
Title	Teacher	Mk	Cond	ABS	ABS
Am Govt	Jackson, Kathy	C			
Beg Jewelry	Sullivan, Joe	A+			
Biology	Toff, Robert	A			
Eng (brit) Lit	Snyder, Joan	A+			
Intermediate Acting	Gardner, David	C			
Spanish II	Olstad, Tiffany	C+			
Weight Trn Boys	Joseph, Thomas	A+			

Course History Labels with GPA

Options:

- Select the **Month** and **Year** of the Grading Periods to be included.
- Choose the GPA or GPAs to be printed on the label from the **GPA Type 1** and **GPA Type 2** lists.
- To override the label for a selected GPA type, enter the new label in the **Override Label** box. To avoid overrunning the printed margins, it is recommended to keep the label to 3 characters.
- Select which **Course Title to show** from the drop-down. It can be the **Long Title from District Course**, the **Short Title from District Course**, or the **Title from Student Course History**.
- To show the school and grade level from Course History instead of information from the District Course screen, check the box **Show School Name and Grade from Course History**.
- To show additional information from the student's grading records, check the boxes to **Show Attendance 1**, **Attendance 2**, **Conduct**, and/or **Credit**.
- Select how to print teacher names from the **Staff Name Format** drop-down list. They can either be in **Last Name, First Initial** or **Last Name, First Name** format.
- To print labels for students at specific grade levels, check the grades to be included in the report in the **Student Filter** section.

The screenshot shows the 'Report Interface' for 'Course History Labels With GPA'. It includes the following sections:

- Options:** Label Setup, Sort / Output, Conditions, Selection.
- Grading Periods:** Month and Year dropdowns.
- Display Options:**
 - GPA Type 1 and GPA Type 2 dropdowns with corresponding 'Override Label' text boxes.
 - Course Title to show dropdown (Title from Student Course History).
 - Checkboxes for Show School Name and Grade from Course History, Show Attendance 1, Show Attendance 2, Show Conduct, and Show Credit.
- Format Options:** Staff Name Format dropdown.
- Student Filters:** Grade checkboxes for 09, 10, 11, and 12.

Course History Labels with GPA Report Interface

CHS401 – Student Credit Check

The Student Credit Check prints a list of students with the total of their credits attempted and completed. It's designed to generate a list of students who are behind in their credit totals.

Edupoint School District		Hope (HS1) Student Credit Check		Year: 2007-2008 Report: CHS401	
Grade 12 students with less than 18.000 credits as of 3/23/2008					
Student Name	SIS Number	Gender	Credits Attempted	Credits Completed	
Acosta, Eugene A.	873921	Male	17.500	17.500	
Adams, Scott M.	939208	Male	17.000	17.000	
Adams, Sean B.	877340	Male	16.000	16.000	
Addington, Paula M.	871686	Female	17.000	17.000	
Aelvoet, Jesse J.	944233	Male	17.500	17.000	
Aguilar, Roger F.	991071	Male	16.500	15.000	
Aguirre, Jason K.	962367	Male	17.000	17.000	
Alder, Lawrence S.	910024	Male	16.500	15.500	
Alexander, Fred D.	975140	Male	16.000	15.000	
Alvin, Steven J.	874439	Male	17.500	17.500	
Alwine, Roy M.	877916	Male	17.500	17.500	
Amiri, Margaret M.	871884	Female	17.000	17.000	
Anderson, Paula N.	879286	Female	17.000	14.500	
Andrews, Jean L.	875456	Female	19.500	17.500	
Apple, Diana	873838	Female	16.000	16.000	
Ardt, Anne L.	140843	Female	17.500	17.500	
Arnou, Kelly L.	839443	Female	17.500	17.500	
Arnou, Wayne M.	873940	Male	16.000	15.500	
Bailey, Ruby A.	868416	Female	16.500	16.500	
Baily, George	874872	Male	16.500	16.000	
Baker, Tina	873301	Female	17.000	17.000	
Banks, Eugene B.	897818	Male	16.000	16.000	
Barker, Juan B.	967066	Male	17.500	17.000	
Barrett, Teresa J.	879572	Female	15.500	15.500	
Batclior, Judy R.	839447	Female	16.000	15.000	
Batclior, David L.	840029	Male	17.000	15.500	
Beck, Walter R.	873064	Male	18.000	16.000	
Beckstead, Phyllis M.	871738	Female	17.000	17.000	
Bergen, Paula A.	873510	Female	17.500	17.500	
Bernal, Amanda N.	863455	Female	17.500	17.000	
Bingham, Sandra D.	102827	Female	16.000	15.000	
Bitter, Debra S.	118894	Female	17.000	16.500	
Blasdel, Todd C.	873622	Male	15.500	15.500	
Bond, Ashley G.	871909	Female	15.500	15.500	
Borup, Shawn M.	885299	Male	17.000	16.500	
Boschee, Teresa J.	888863	Female	14.000	14.000	
Boudin, Carl C.	873920	Male	17.000	17.000	
Bowyer, Jesse P.	877361	Male	19.000	15.500	
Branch, Clarence L.	831203	Male	16.000	16.000	
Brinterhoff, Nancy N.	940660	Female	17.000	17.000	
Brock, Cynthia M.	907053	Female	17.000	17.000	
Brooks, Amy M.	881172	Female	17.000	16.500	
Brooks, Carolyn A.	834347	Female	15.000	15.000	
Brown, Jose T.	881232	Male	17.000	17.000	
Bruhn, Gary A.	169949	Male	0	0	

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Student Credit Check

The report selects all students who don't meet the minimum number of credits as defined in the report criteria by grade. For example, if grade 12 is selected with a minimum of 18 credits, the report prints a list of all students who have not attained 18 credits. Students with more than 18 credits are not included in the report.

Select which graduation requirement to use for calculating the credits earned from the **Graduation Requirement** drop-down list.

Report Interface

Name: **Student Credit Check** Number: CHS401 Page Orientation: Portrait

Options | Sort / Output | Conditions | Selection | Advanced

Repeat Tags will not be included in the calculation unless a Graduation Requirement is selected.

Credit Thresholds by Grade

Select a grade level and enter the minimum number of credits the student must have to qualify. If the student does not meet the minimum number of credits, the student will be included in the report

Grade must have a minimum of Credits

Grad Req Filtering

Graduation Requirement

Student Credit Check Report Interface

CHS402 – Graduation Requirement List

The Graduation Requirement List prints a list of students that either meet the graduation requirements or don't meet the requirements, depending on the criteria used to print the report.

		Hope (HS1) Graduation Requirement List Grad Req: High School				Year: 2007-2008 Report: CHS402	
Student Name	Perm ID	Grade	Gender	Student Name	Perm ID	Grade	Gender
Abbott, Billy C.	905483	12	M	Batchlor, David L.	840029	12	M
Ackley, Brian R.	913848	12	M	Beaty, Brian J.	988694	12	M
Acosta, Eugene A.	873821	12	M	Beavers, Pamela E.	891083	12	F
Adams, Howard T.	873985	12	M	Beck, Eric T.	994462	12	M
Adams, Scott M.	939208	12	M	Beck, Walter R.	873064	12	M
Adams, Sean B.	877340	12	M	Becklund, Joan D.	943213	12	F
Addington, Paula M.	871686	12	F	Beckstead, Phyllis M.	871738	12	F
Aelvoet, Jesse J.	944233	12	M	Beeson, Joe A.	877978	12	M
Aguado, Karen C.	135319	12	F	Bennett, Phyllis	877891	12	F
Aguliar, Roger F.	991071	12	M	Bergen, Paula A.	873610	12	F
Agulme, Jason K.	952357	12	M	Berger, Ashley J.	873993	12	F
Aitchison, Alice E.	871731	12	F	Bernal, Amanda N.	863455	12	F
Alder, Lawrence S.	910024	12	M	(Bigler, Nicole D.)	872547	12	F
Alder, Sarah C.	968416	12	F	Bingham, Sandra D.	102827	12	F
Aldrich, Steve K.	873815	12	M	Birenbaum, Henry A.	140310	12	M
Alexander, Fred D.	975140	12	M	(Birkenhake, Deborah)	150278	12	F
Alexander, George M.	975141	12	M	Bircher, Harry B.	950362	12	M
Alger, Nicole C.	874433	12	F	Bitter, Debra S.	118894	12	F
(Allen, Cheryl L.)	980882	12	F	Blackwell, Helen N.	877031	12	F
Allen, Cynthia	874997	12	F	(Blakeslee, Howard R.)	148051	12	M
Allen, Helen L.	874910	12	F	Blasdel, Todd C.	873622	12	M
Allen, Karen	873886	12	F	Block, John A.	875704	12	M
Allen, Karen T.	871328	12	F	Bogden, Judy M.	869438	12	F
Allen, Shawn C.	877993	12	M	(Bolton, Billy A.)	155635	12	M
Allison, Pamela D.	992672	12	F	Bond, Ashley G.	871909	12	F
Alpin, Steven J.	874439	12	M	(Borgoyne, Mary A.)	834397	12	F
Alwine, Roy M.	877916	12	M	Borup, Shawn M.	885299	12	M
Amiri, Margaret M.	871884	12	F	Borushko, Ruby M.	905310	12	F
Amundsen, Jose W.	885416	12	M	Boschee, Teresa J.	888853	12	F
Anaya, Anthony C.	118268	12	M	Bothwell, Benjamin J.	873093	12	M
Anderson, Ann M.	873834	12	F	Bott, Raymond M.	874024	12	M
Anderson, Paula N.	879286	12	F	Boudin, Carl C.	873920	12	M
Andrews, Jean L.	875456	12	F	Bowser, Ruth C.	874025	12	F
Apple, Diana	873838	12	F	Bowyer, Jesse P.	877361	12	M
Arambula, Pamela A.	873298	12	F	Boylan, Juan G.	154894	12	M
Ardis, Anne L.	140843	12	F	Bradshaw, Gloria	871692	12	F
Arnold, Jason K.	914682	12	M	(Brady, Gregory P.)	873303	12	M
Arnou, Kelly L.	839443	12	F	Brady, Kenneth P.	874026	12	M
Arnou, Wayne M.	873840	12	M	Brake, Lori	888354	12	F
Arvanitas, Christina T.	892796	12	F	Branch, Clarence L.	831203	12	M
Arviso, Anthony M.	872129	12	M	Brandt, Sandra M.	876733	12	F
Ash, Louis T.	873890	12	M	Brechler, Robert W.	986375	12	M
Atchison, Shirley M.	839884	12	F	Brinkerhoff, Nancy N.	940660	12	F
(Bareshko, Julie O.)	156458	12	F	Brock, Cynthia M.	907053	12	F
Bailey, Evelyn	872658	12	F	Broderick, Carolyn M.	871783	12	F
Bailey, Ruby A.	869416	12	F	Broderick, Patricia R.	884473	12	F
Bailly, George	874872	12	M	Brooks, Amy M.	881172	12	F
Baker, Lois A.	924710	12	F	Brooks, Carolyn A.	834347	12	F
Baker, Tina	873301	12	F	(Brown, Diane N.)	871708	12	F
Bakken, Randy H.	875362	12	M	Brown, Jean E.	872137	12	F
Balieu, Chris A.	874964	12	M	Brown, Jose T.	881232	12	M
Banks, Eugene B.	897818	12	M	Brown, Paul S.	872136	12	M
Barbour, Judy C.	967419	12	F	Bruggeman, Sarah	132402	12	F
Barker, Juan B.	967065	12	M	Bruhn, Gary A.	169949	12	M
Barlingay, Jessica C.	148570	12	F	Buchanan, Carlos G.	951903	12	M
Barnett, Janice C.	873868	12	F	Buchanan, Julia C.	873597	12	F
Baro, Patricia D.	118858	12	F	Buchanan, Rebecca M.	840015	12	F
Barratt, Teresa J.	879572	12	F	Bueno, Douglas M.	867358	12	M
Batchelor, Judy R.	839447	12	F	Burke, Roy A.	109365	12	M

The report criteria may be defined as follows:

- Select the **Graduation Requirement** to use to calculate student progress
- Choose whether to use the **Student Schedule** or the **Student Grades** to display **Work In Progress**, or select **None** to not include work in progress.
- If using work in progress, select the **Grading Period** to use and the **Term Definitions**.

To select which student appear on the report:

- Filter for an individual student using **First Name**, **Last Name** or **Perm ID**
- Select a group of students using either the **Grade** or **Section ID**.
- Choose either to **Exclude** or **Include** students that meet the areas checked off below (**Subject Area Req.** or **Test Req**) using the **Student Filter**. Or choose **Show All Students** to include everyone.

Report Interface
 Name: **Graduation Requirement List** Number: **CHS402** Page Orientation: **Portrait**

Options | Sort / Output | Conditions | Selection | Advanced

Grad Req Options

Graduation Requirement
 High School

Add Work In Progress
 Student Schedule

Grading Period
 Third Quarter

Term Definitions
 S1 S2

Student Info

Last Name First Name
 Abbott Billy

Perm ID Grade
 905483 12

Section ID

Filtering

Student Filter

Students Which:
 Meet Subject Area Req.
 Meet Test Req.

Graduation Requirement List Report Interface

CHS403 – Repeat Course

The repeat course report prints a list by student of each course that has been taken more than once by a particular student, and gives the dates and mark for each attempt at a course.

Edupoint School District		Hope (HS1) Repeat Course			Year: 2007-2008			
		Grouped by: Course History Course			Report: CHS403			
Grade	Student Name	Site Number	Course ID	Course Title	Max Credit	Term	Mark	Attempted
12	Abbott, Billy C.	905483	MA27	Algebra I	1.00	12/2001	C	0.500
						5/2002	A	0.500
						6/2002	D-	0.500
						12/2002	F	0.000
						5/2003	D	0.500
						6/2003	B	0.500
						12/2002	B	0.500
						12/2003	A	0.500
						12/2001	C	0.500
						5/2002	D	0.500
						12/2002	A	0.500
						5/2003	A	0.500
12/2003	A	0.500						
5/2004	A	0.500						
Ackley, Brian R.	913948	PA82	Adv Acting	0.50	12/2003	A	0.500	
					5/2004	A	0.500	
					12/2001	A	0.500	
					5/2002	A	0.500	
					12/2002	B	0.500	
					5/2003	B	0.500	
Acosta, Eugene A.	873521	WL18	Am Sign Lang I	0.50	12/2003	B	0.500	
					5/2004	B	0.500	
					12/2001	B	0.500	
					5/2002	C	0.500	
					12/2000	A	0.500	
					5/2001	A	0.500	
Adams, Howard T.	873585	PE50	Aa Girls Sports	0.50	12/2002	A	0.500	
					5/2003	A	0.500	
					6/2002	A	0.500	
					7/2002	A	0.500	
					12/2003	B	0.500	
					5/2004	B	0.500	
Adams, Scott M.	939208	PE50	Aa Girls Sports	0.50	12/2002	A	0.500	
					5/2003	A	0.500	
					12/2003	A	0.500	
					5/2004	A	0.500	
					12/2003	A	0.500	
					5/2004	A	0.500	
12/2001	B	0.500						
12/2003	A	0.500						
5/2004	A	0.500						
12/2001	B	0.500						

** Signifies that courses had to be grouped by a default course since Course ID did not exist

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Repeat Course

The report may be filtered by **Grade** by selecting the checkbox of the grades to include.

To include the current student schedule, check the box labeled **Include Work in Progress Classes**.

The screenshot shows the 'Report Interface' for 'Repeat Course' (Number: CHS403, Page Orientation: Portrait). It includes several filter sections:

- Options:** 'Sort / Output', 'Conditions', 'Selection', 'Advanced'.
- Grade:** Checkboxes for 09, 10, 11, and 12. The 12 checkbox is checked.
- Include Work in Progress Classes:** An unchecked checkbox.
- Evaluate Based on Credits:** A dropdown menu currently set to 'Attempted'.
- Grouping Option:** A section with a note: 'Default grouping is done by Course linked in Course History which may or may not be the same as the Course ID that was assigned.' Below it is an unchecked checkbox for 'Group By Course ID'.

Repeat Course Report Interface

Repeat courses may be chosen based on either **Attempted Credits** or **Completed Credits** by selecting the option in the drop-down.

Courses may be grouped by either the Course ID in the District Course screen or the Course ID in the Course History screen. To group by the ID in Course History, check the box labeled **Group by Course ID**.

CHS405 – Locally Awarded Verified Credits

The Locally Awarded Verified Credits report identifies students eligible for locally awarded verified credits. It lists students who have a specified diploma type and have failed selected tests more than once, but with scores very near passing.



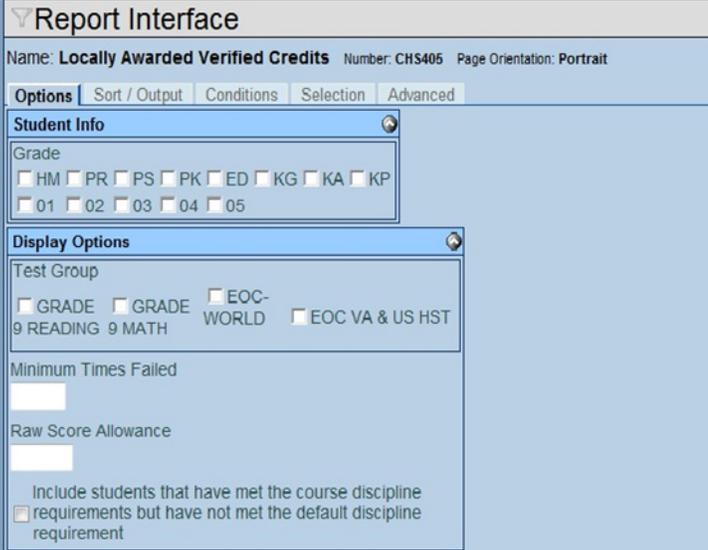
Note: Your district must be set up for Verified Credit to use this feature.

Edupoint		FIRST AMERICAN HIGH SCHOOL				Year: 2011-2012			
		Locally Awarded Verified Credits				Report: CHS405			
Grade	StudentName	SIS Number	Course ID	Course Title	Term	Mark	Test Date	Test Name	Score
12	Abbler, Ron M.	206156	LA1196	AP ENGLISH 12 LITERATURE & COMPOSITION	YR	A	06/06/2012	SOL EOC - AA-English	249

Locally Awarded Verified Credits

Options:

- **Grade** – select one or more grades to limit report output.
- **Test Group** – select one or more test groups to include in the report.
- **Minimum Times Failed** – the number of times a student must have failed to be included in the report.



Locally Awarded Verified Credits Report Interface

- **Raw Score Allowance** – the number of points allowed below the raw score to be included in the report.
- **Include students that have met the course discipline requirements but have not met the default discipline requirement** – check this box to include students who have met their discipline requirements but not the default requirement. The default requirement is indicated in **Synergy SIS > Grading > Setup > Graduation Requirements**, on the **Class of Verified Credit** tab.



Default Verified Credit Requirement, Class of Verified Credit Tab

CTE401 – CTE Program Participant List

The CTE Program Participant List report lists all students participating in a CTE Program. The report is grouped by Program Code and Course Code, and also shows if the student participates in any Student Needs Program, or had limited English proficiency (LEP).

Student Name	Student Needs	LEP	State ID Number	Grade	Gender	Ethnicity	Race	Carnegie Units
Abbott, Billy C.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0001341311	220	M	Hispanic	Hispanic	1.00

CTE Program Participant List

Options:

- Select a student or group of students by filtering on the **State Student Number**, **Last Name**, **First Name**, **Grade**, or **Gender**. For example, if grades 10-12 are selected, the report prints an individual report for each student in grades 10-12.
- To limit the report to students of one or more races or ethnicities, check boxes in the **Resolved Race/Ethnicity** section.

CTE Program Participant List Report Interface

- To limit the report to a specific program code or course code as entered in the District Course screen, enter the **Program Code** and/or **Course Code**.

- The report can show if the student has any special needs or participates in any special needs programs. To select whether the Student Needs box on the report is checked when the student has a need or participates in a program (service), select either Needs or Services from the **Program Indicator** list.
- To set the number of units the student must have in order to appear on the report, type a number in the **Minimum # of Carnegie Units** box.
- To include Carnegie Units from both Course History and Current Schedule, check **Include Current Courses**.
- To print the report only, and not the extract, check **Generate Report Only**.
- To take the credit values for Carnegie Units from the sections instead of courses, check **Use Credit Values from Sections**.

CTE601 – 40th and 100th Day CTE Totals

The 40th and 100th Day CTE Totals report includes the total number of students in each CTE course as of a specified date. It includes totals by grade level, gender, SPED (Special Education) program, ELL (English Language Learners) program, LEP program, and/or the Free and Reduced Lunch Program.

Program Code	Course Code	Course Name	Term	Per	Course Length	Room	Teacher Name	Certificate #	Grade Level				Gender		Special			Total	
									09	10	11	12	M	F	SPED	LEP	Econ		SP
000000	75	CTE Internship	S1	1	1000	101	Lange, J.	123-45-6789					0	0					0
000000	75	CTE Internship	S2	1	1000	101	Lange, J.	123-45-6789					0	0					0

40th and 100th Day CTE Totals

Options:

- **As of Date** – date for which to run the report.
- **Teacher Name** – name of the teacher, if running the report for a specific teacher's sections.
- **Certificate Type** – how the teacher is identified for the report.
Document Number is the credential document number from the **Credentials** tab of the **Staff** screen.
Social Security Number is the Social Security number from the **General** tab of the **Staff** screen.

Report Interface
Name: 40th and 100th Day CTE Totals Number: CTE601 Page Orientation: Landscape

Options | Sort/Output | Conditions | Selection | Advanced

Section Info

As of Date: 01/08/2013

Teacher Name: [Dropdown]

Certificate Type: [Dropdown]

Program Code: [Text] - [Text] Course Code: [Text]

Default Course Length: [Text]

Use FRM Totals for Economic Disadvantaged

Extract Options

Run Extract

40th and 100th Day CTE Totals Report Interface

- **Program Code** and **Course Code** – CTE program code and course code.
- **Default Course Length** – number of minutes to use as the program length for programs that have no length specified.
- **Use FRM Totals for Economic Disadvantaged** – Check this box to use Free and Reduced Meals as the criterion for economic disadvantage.
- **Run Extract** – If you check **Run Extract**, lists appear for selecting **Submission Day** and **Transaction Type**.

SLP401 – Student Service Learning List

The Student Service Learning List prints a list of all students and the total number of hours they have earned for service learning.

Edupoint School District		Hope (HS1) Student Service Learning List			Year: 2007-2008 Report: SLP401
Student Name	Perm ID	Grade	Gender	Total Hours	
Abbott, Billy C.	905463	12	Male	00.00	
Abemethy, Anne E.	902870	10	Female	0.00	
Acevedo, Andrew	888630	11	Male	0.00	
Acevedo, Ashley	901830	09	Female	0.00	
Ackley, Brian R.	913048	12	Male	0.00	
Accata, Eugene A.	873921	12	Male	0.00	
Accata, John A.	150285	11	Male	0.00	
Acuna, Kenneth O.	110412	10	Male	0.00	
Adair, Alan W.	871826	11	Male	0.00	
Adair, Diane N.	903912	09	Female	0.00	
Adair, Timothy S.	888621	11	Male	0.00	
Adams, Albert L.	889844	11	Male	0.00	
Adams, Howard T.	873985	12	Male	0.00	
Adams, Larry A.	889314	11	Male	0.00	
Adams, Martin C.	887823	11	Male	0.00	
Adams, Scott M.	939208	12	Male	0.00	
Adams, Sean B.	877340	12	Male	0.00	
Adams, Stephen J.	901822	10	Male	0.00	
Adamski, Alan M.	872035	09	Male	0.00	
Addington, Paula M.	871886	12	Female	0.00	
Ashvoet, Jesse J.	944233	12	Male	0.00	
Agardo, Bobby J.	943822	10	Male	0.00	
Agardo, Karen C.	135319	12	Female	0.00	
Aguilar, Carolyn C.	902892	09	Female	0.00	
(Aguilar, Kathleen G.)	132888	10	Female	0.00	
Aguilar, Roger F.	991071	12	Male	0.00	
Aguilar, Stephen A.	108387	11	Male	0.00	
Aguiña, Jason K.	952357	12	Male	0.00	
Aguiña, Mary R.	952375	11	Female	0.00	
Ahlfors, Jack M.	888112	11	Male	0.00	
Ahlfors, Linda K.	120451	09	Female	0.00	
Aitchison, Alice E.	871731	12	Female	0.00	
Aitchison, Karen L.	902998	10	Female	0.00	
Akagawa, Adam H.	185923	11	Male	0.00	
Ake, Joshua J.	889794	11	Male	0.00	
Akin, Andrea E.	902875	09	Female	0.00	
(Alpen, Tina N.)	185110	10	Female	0.00	
Alarcon, Frank	888651	09	Male	0.00	
Alcazar, Eugene	141886	10	Male	0.00	
Alcazar, Eugene A.	141517	09	Male	0.00	

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Student Service Learning List

The report may be filtered either a date range of when the student earned the hours or by a minimum number of hours.

Report Interface <<

Name: **Student Service Learning List** Number: **SLP401** Page Orientation: **Portrait**

Options | Sort / Output | Conditions | Selection | Advanced

Date Range >

Date Earned
03/01/2007 [P] - 03/01/2008 [P]

Total >

Total Hours
[]

Student Service Learning List Report Interface