

Transcripts- Setting Requirement Waivers

Please remember these important facts when working in the SIS.

The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.

Graduation requirement waivers can be set by going to any student's transcript

Settings waivers is done per student. You might want to set a Physical Education waiver for a student because he or she is competing in sports at a certain level. Or you may have a student that is studying to take the GED. You could set waivers for all core subjects available in the GED course work and tests.

- **Step 1.** Admin»Student Info» Find/Add Student OR use the search at the right hand, top of page
- **Step 2.** Click on *Trscpt*

The screenshot shows a search interface with various filters and a table of results. The table has columns for #, St #, Lcl ID, Grd, Name, City, Trck, Education Program, Primary Class Offering, Started, Teacher, and Student Tabs. The 'Trscpt' link in the Student Tabs column for the first student is circled in red.

| # | St # | Lcl ID | Grd | Name | City | Trck | Education Program | Primary Class Offering | Started | Teacher | Student Tabs |
|---|------|--------|-----|-------------------|---------|------|-------------------|------------------------|------------|-----------------|----------------------------|
| 1 | | 10159 | 12 | Saint Clare, Eden | Portola | A | Independent Study | Independent Study | 02/19/2016 | Higgins, Bailey | Reg Enr Tchr Trscpt |
| 2 | | 10160 | 12 | Smith, Cody M | Portola | A | Independent Study | Independent Study | 02/19/2016 | Higgins, Bailey | Reg Enr Tchr Trscpt |

- **Step 3.** Choose Requirement Waivers

The screenshot shows the 'Transcript Information Summary' page for a student. The left sidebar contains a menu with 'Requirement Waivers' highlighted by a red arrow. The main content area shows a message: 'No transcript records have been entered or imported for this student.'

- **Step 4.** Choose Add a Waiver

The screenshot shows a student profile form. At the top, there is a section for 'Add student picture' with a blue button. Below this is a table with student information: '444 Portola Way Portola, CA 96122', 'Age: 18', and 'Enroll Start: 02/19/20'. Below the student information is a section for 'Add a waiver', which is circled in red. This section contains a table with two columns: 'Category Waived' and 'Reason'. Below the table is a section for 'Add/Edit Custom Fields' and a yellow button labeled 'Global Student Notes' with a pencil icon.

- **Step 5.** Choose the:
 - 1.CATEGORY to be waived,
 - 2.REASON they are to be waived and
 - 3.The number of Credits to Waive
- **Step 6.** Click SAVE

You can add a note to the student’s transcript to explain the waiver. Add the note in the comment area by clicking EDIT Add the comment. If credits are earned by coursework in the waived area, they will be automatically moved to electives. When the student’s transcript is printed, the Waived Column will appear on the Credit Summary

— Last Updated by [Max Williams](#) on 2016/03/21 21:09

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