

# 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 the 'Student Info' page in the SIS. At the top, there are search and list buttons. Below is a form for entering student information. On the right side, there is a 'Student Tabs' section with links for 'Enrolled' and 'Total'. The 'Trscpt' link 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. Tch. <b>Trscpt</b>	
2	10160	12	Smith, Cody M	Portola	A	Independent Study	Independent Study	02/19/2016	Higgins, Bailey	Reg. Enr. Tch. Trscpt	

- **Step 3.** Choose Requirement Waivers

The screenshot shows the 'Transcript Information Summary' page. On the left, there is a sidebar with several links. The 'Requirement Waivers' link is highlighted with a red arrow.

**Transcript Information Summary**

<b>Eden Saint Clare</b>	Grade: 12	Local ID: 10159	Student Statewide ID: Not Assigned
444 Portola Way	Age: 18	Gender: F	Date of Birth: 04/12/1997
Portola, CA 96122	Enroll Start: 02/19/2016	Parent(s):	

[ Questions about Transcripts? ]

**Transcript Type**  
High School View

**Graduation Requirement**  
General Education

- Add New Entry
- Transcript Activity by Subject
- Requirement Waivers** (highlighted with a red arrow)
- 4 Year Graduation Plan
- Print

No transcript records have been entered or imported for this student.

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

Add student picture	444 Portola Way Portola, CA 96122	Age: <u>18</u> Enroll Start: <u>02/19/20</u>


  

**Add a waiver**

Category Waived	Reason

Add/Edit Custom Fields

 Global Student Notes

- **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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