

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 student information including Last Name, First Name, Middle Name, Local ID or State ID, E-mail Address, Birthdate, and Track. There are also dropdowns for Education Program, Primary Class Offering, Teacher of Record, and Grade. A table at the bottom lists student records with 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.

- **Step 3.** Choose Requirement Waivers



Recent Pages ▾

The screenshot shows the 'Transcript Information Summary' page. The top navigation bar includes Admin, Reports, Academy, Teachers, Portal, and Help. Below this is a sub-navigation bar with Search, List, Registration, Enrollment, IS Staff Assoc, Classes, Special Programs/Accomm, TOMS, Transcripts, Cume, and Profile. The 'Transcripts' tab is selected. The main content area shows a summary for a student named Edén Saint Clare, including Grade 12, Local ID 10159, Student Statewide ID Not Assigned, Age 18, Gender E, Date of Birth 04/12/1997, and Enroll Start 02/19/2016. A sidebar on the left contains links for Transcript Type, Graduation Requirement, and a list of actions: Add New Entry, Transcript Activity by Subject, Requirement Waivers (highlighted with a red arrow), 4 Year Graduation Plan, and Print. A message at the top right states 'No transcript records have been entered or imported'.


- **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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