

admin, transcripts

Transcripts- Setting Requirement Waivers

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*

Search List

Last Name First Name Middle Name Local ID or State ID E-mail Address Birthdate Track

Education Program Primary Class Offering Teacher of Record Grade Actively Enrolled

#	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

Admin Reports Academy Teachers Portal Help

Search List Registration Enrollment IS Staff Assoc Classes Special Programs/Accomm TOMS **Transcripts** Cume Profile

Transcript Information Summary

Add student picture

Eden Saint Clare	Grade: 12	Local ID: 10159	Student Statewide ID: Not Assigned
444 Portola Way Portola, CA 96122	Age: 18	Gender: F	Date of Birth: 04/12/1997
	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** ←
- ▶ 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: 18 Enroll Start: 02/19/20
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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

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