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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

Se	arch	List										
Last A Edu	I Progr cation	ams Program	Fi	rst Name 8	Aiddle Name	ins, Belle	Local ID or State ID E	-mail Address Birthdate © 03/21/2016 Re 0 03/21/2016 th 0 2016 - 2017 ~ Actively Enrolled	Track	Reset to today		
	at filmed	Desistantis	. Farm	Diselau Black Desister	ing From Fred	Constantia	Deint Black Street and	Brief Black Instrumination Front	Grint March 1157 G. Fre	Search Intake R	aster (unenrolled)	Add New Student
Ph	nt biens	r kegistratik	in Porm	Display Blank Registrat	ion Porm Por	ranslatik	n Print Bank Emergency Caro	Print Blank Immunization Caro	Print Blenk NSUP For	m Download CDE h	GUP Porm	2 Enroled 2 Total
#	St #	Lcl ID	Grd	Name	City	Trck	Education Program	Primary Class Offering	Started	Teacher	Stude	nt Tabs
1		10159	12	Saint Clare, Eden	Portola	А	Independent Study	Independent Study	02/19/2016	Higgins, Balley	Reg Enr Tch	Trscpt
2		10160	12	Smith, Cody M	Portola	A	Independent Study	Independent Study	02/19/2016	Higgins, Balley	Reg Enr Tchr	Trscpt
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• Step 3. Choose Requirement Waivers

Admin	R	eports	Academy	Teachers	Portal	Help				
Search	List	Registration	Enrollm	ent IS Staff Assoc	Classes	Special Programs/Accomm	TOMS	Transcripts	Cume	Profile
	Tran	script Info	rmation §	Summary						
Add student	Eden Saint Clare Grade:			Grade: 12		Local ID: 10159	Student Statewide ID: Not Assigned			
picture	444 P	444 Portola Way		Age: <u>18</u>		Gender: E	Date of Birth: 04/12/1997			
pierare	Portol	a, CA 96122		Enroll Start: 02/19/2	016	Parent(s):				
[[Q	uestions abou	ut Transcrip	ts?]	1	No been				income and a state of all
		Transcri	pt Type		L	No tran	script reco	ords have been	entered or	imported to
		High School	 View 							
	(Graduation R	Requireme	nt						
		General E	ducation							
Add N	New En	try								
Trans	script A	ctivity by Subj	ject							
Requ	iremen	t Waivers								
🕨 4 Yea	ar Grad	luation Plan								
Print										

• Step 4. Choose Add a Waiver

Add studer		01000
picture	444 Portola Way	Age: <u>18</u>
	Portola, CA 96122	Enroll Start: 02/19/
Add a waive		
Category	Vaived	Reason
Add/Edit Cu	stom Fields	
<u> </u>		
🔰 🗹 Gloi	oal Student Notes	
n 5 Choose	the	
 ○ 1 CATEGO 	RY to be waived	
 2.RFASON 	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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