North Carolina Customizations –
Graduation Plans (Phase 2)

PowerSchool
Student Information System
Released November 25, 2014

Document Owner: Curriculum

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North Carolina Graduation Requirements

Overview
The purpose of this document is to provide guidance for use of the NC Graduation Requirements custom screens. The NC Graduation Requirements screens allow a user to assess graduation status relative to the student’s intended plan of study including:

- Future Ready Core (FRC)/Diploma Types
- UNC Minimum Admissions Requirements (UNC or MAR)
- Career and Technical Education (CTE)
- Math Rigor
- State
- LEA

All plans of study require math rigor standards. The North Carolina State Board of Education (SBE) establishes the minimum graduation requirements that students must satisfy to obtain a diploma (FRC/Diploma Types). The foundational graduation requirements are known as the “Future Ready Core” and have been in place since fall 2009. The Future Ready Core requirements depend upon a student’s year of entry into 9th grade and represent the minimum required coursework to earn a high school diploma from a North Carolina public school. LEAs/districts may require additional credits in order to earn a diploma. A student can earn a diploma through a variety of paths:

- Meet the basic minimum graduation requirements for the LEA/district (which must meet SBE minimum requirements)
- Meet the basic minimum graduation requirements for the LEA/district AND the requirements to meet UNCGA Minimum Admission Requirements (MARs) OR to earn Career and Technical Education (CTE) Concentration OR both
- Meet the basic minimum graduation requirements by taking advantage of the modifications to the FRC such as “Math Substitution” or the Occupational Course of Study

The UNC, FRC, CTE, STATE, LEA, and Math Rigor processes will run automatically once a month and at the end of the semester for all students. These calculations evaluate a student’s work toward meeting each graduation plan and display their progress. Although these processes only run on a limited basis, a user can recalculate a single student’s progress toward UNC, CTE, STATE and LEA graduation plans on demand using the associated buttons located on each graduation plan screen.
State Level Administration (Graduation Plan Setup)

In order to properly function, there are several things that must be completed at the state level on the Enterprise Controller before districts can fully use the customized graduation plans.

Enterprise Controller

Codes Management

1. From the Start page, navigate to District setup, Codes Management

2. Click New

3. Enter the following information:

   - Code shortname: plan_of_intent
   - Code meaning: Graduation Plans of Intent
   - Sort Order: 99
Work Keys/Career Readiness Test Indicator

Tests that are Work Keys/Career Readiness assessments must be set up at the Enterprise Controller level.

1. From the Start page, navigate to District setup, Tests
   a. To create a new test, click New
   b. To edit an existing test, click the test name
2. Enter/Edit the test information:
   - Name:
   - Allow Accommodations: Yes/No
   - Work Keys / Career Readiness: Yes/No
     ****Be sure to set to YES
   - Type: National/State/Local/District/School/Other
   - Description:
3. Click Submit

Graduation Requirements

Graduation Plan Plans are set up similarly in each of the areas. Currently there are tabs for UNC (UNC Minimum requirements), FRC (Future Ready Core), CTE (Career-Technical Education), Math Rigor, and LEA. The LEA tab is designated for district use and will be addressed in a separate section. Because the procedures for setting up graduation plans in UNC, FRC, CTE, and Math Rigor are identical, only one set of procedures will be provided. State procedures will be addressed in a separate section.

1. From the Start page, navigate to District setup, Graduation Plan Requirements
2. Select the graduation plan tab (either UNC, FRC, CTE, Math Rigor)

3. Click **New Base Requirement**. Enter the **Year**, **Base Subject**, and **Credits Needed**.

4. If you accidentally add too many base requirements, click **Undo** beside any extra lines that you need to remove.
   - For the **CTE Graduation Plans**, the credits needed on the Base Requirements screen should be 4.
   - The credits input for a base req are a minimum. However, higher credit requirements can be set for a given path or sub requirement.

5. Click **Submit**.

   **Note:** *The year will correlate with a student’s 9th grade entry date.*

   Also, you may find it more useful to change the view of this page to show more entries. Click the Show entries tab and choose 100.

6. To delete a base requirement, click **Delete** beside of the requirement you wish to remove. Click **Confirm Delete**.

7. Click **Submit**

8. To drill down on a base requirement, click the circle/button to the left of the requirement.
9. If you need to add a new path requirement, click **New Path Requirement**. Enter the **Description** in the description field.

10. If you accidentally add too many path requirements, click **Undo** beside any extra lines that you need to remove.

11. Click **Submit**

12. You can also use an existing Path Requirement and copy it to another graduation requirement. To copy an existing path requirement, click the **Copy To** button, and then select the base requirement from the appropriate graduation plan tab. You will see a pop-up window confirming the copy location. Click the **X** to close this window.

**Note:** On the Enterprise Controller, one can copy from any plan to any plan. However, at the LEA/District level, one can only copy from a plan to the LEA plan.
13. To delete a Path Requirement, click **Delete**. Click **Confirm Delete**.
14. Click **Submit**
15. To drill down to a course path’s detail, click the circle/button beside the description of a path.

16. To enter a new sub requirement, click **New Sub Requirement**. Enter a **Category**, **Association**, **Requirement Group**, **Description**, and **Credits Needed**.

- All sub requirements must have a credit value of at least 1 (except for CTE – noted below)
- For the **CTE Graduation Requirements**, you will be required to enter a **Requirement Group** (1, 2, or 3). Per DPI requirements, the credits needed for CTE Sub Requirements are 0 for groups 1 & 3 and 1 for group 2.
17. If you accidentally add too many sub requirements, click **Undo** beside any extra lines that you need to remove.
18. Click **Submit**
19. To delete a Sub Requirement, click **Delete**. Click **Confirm Delete**.
20. Click **Submit**
21. To drill down to a sub requirement’s detail, click the circle/button beside the category.
22. To enter a new course association, click **New Course Association**. Enter a **Course Code**.

![Image of course associations](image)

**Note:** There are validation rules here to prevent entry of the same course code multiple times.

23. If you accidentally add too many Course Associations, click **Undo** beside any extra lines you need to remove.

24. Click **Submit**

25. To delete a Course Association/Course Code, click **Delete**. Click **Confirm Delete**.

26. Click **Submit**

**Note:** If you need to navigate back to any level in this hierarchy, use the tabs to navigate back. Do not use the back button on your browser.

![Image of course associations and navigation tabs](image)
State Graduation Requirements

On the State Graduation Requirements tab, you have a few different options. In order to set up a State graduation plan, you must first set up Roots.

1. On the State tab, click the + beside of Root

2. Click New to create a new State Root Code

3. Enter the following information:

   **Root Code:**
   **9th Grade Entry Year:**
   **Description:**
   **Sort Order:**

Note: All roots with the same 9th grade entry date will create a “set” of graduation plans. When many roots with the same 9th grade entry year are created, a student will be evaluated on all base requirements (and the related
paths and sub requirements) within the set of roots with the 9th grade entry date that is closest without being later than the student’s 9th grade entry date.

4. Click **Submit**

*Note: To edit an existing code, click the Code, Name or Description. Edit the entry. Click **Submit**. To delete the entry, click Delete.*

Using the breadcrumb, click **NC Graduation Requirements**. You will need to navigate back to the location you were in the process of adding a State Root Code.

Once the roots are created, State Requirements can be set up.

5. Click **New Base Requirement**

6. Select a **Root** from the drop-down, enter a **Base Subject**, and enter **Credits Needed**.
7. If you accidentally add too many base requirements, click **Undo** beside any extra lines that you need to remove.

8. Click **Submit**

9. To delete a Base Requirement, click **Delete** beside the base requirement. Click **Confirm Delete**.

10. Click **Submit**

11. To drill down to a base path's detail, click the circle/button beside the root of a path.

12. To enter a new path requirement, click **New Path Requirement**

13. Enter the **Description**

14. If you accidentally add too many path requirements, click **Undo** beside any extra lines that you need to remove.

15. Click **Submit**

16. To delete a Path Requirement, click **Delete** beside the path requirement. Click **Confirm Delete**.

17. Click **Submit**

18. To drill down to sub requirements, click the circle/button beside the Description of the path requirement.
19. To enter a new sub requirement, click **New Sub Requirement**

20. Enter the **Category, Association, Requirement Group, and Description**

   **Note:** North Carolina does not use Requirement Groups at this time

![Sub Requirements](image)

21. If you accidentally add too many sub requirements, click **Undo** beside any extra lines that you need to remove.

22. Click **Submit**

23. To delete a Sub Requirement, click **Delete** beside the sub requirement. Click **Confirm Delete**.

24. Click **Submit**

25. To drill down to the course associations, click the circle/button beside the category of the sub requirement

26. To enter a new course association, click **New Course Association**. Enter a **Course Code**.

![Course Associations](image)

   **Note:** There are validation rules here to prevent entry of the same course code multiple times.

27. If you accidentally add too many Course Associations, click **Undo** beside any extra lines you need to remove.

28. Click **Submit**.
29. To delete a Course Association/Course Code, click **Delete**. Click **Confirm Delete**.
30. Click **Submit**

**Credential Attainment Associations**

Credential Attainment Associations must be set up on each course on the Enterprise Controller that has an associated test. There is a new field on the **Courses** screen, entitled **Credential Attainment Associations**.

1. From the Start Page, navigate to **District setup**, **Courses**
2. Select the course for which a test needs to be associated (click the course to open the **Edit Course District Information** screen)
3. To add test to the course, click **Associate**. The **Credential Attainment Association** pop-up screen will show all tests that are listed on the district level Tests list (sorted alphabetically).
4. Click **Submit**

*Note: Up to approximately 40 tests can be added to a course (character limit of 500 characters for the Credential Attainment Association field).*
LEA/District Administration

LEA/Districts cannot edit the UNC, FRC, CTE, Math Rigor, or State graduation plan tabs. These tabs are view only at the district level. The Submit button is missing from these screens. LEA personnel does have the ability to copy any of the UNC, FRC, CTE, Math Rigor, or State graduation plans to the LEA graduation plan tab. However, LEA personnel cannot copy to any of the UNC, FRC, CTE, Math Rigor, or State graduation plans.

LEA Graduation Plan

The LEA graduation plan is set up is slightly different than the other graduation plans. The LEA plans require that a Root be created. All available LEA graduation plans will display and calculate on the LEA tab on the student Graduation Plans page.

1. Click the (+) beside of Root to create a new root.

2. Click New
4. Enter the **Root**, **9th Grade Entry Year**, **Description**, and the **Sort Order**. Click **Submit**.

**New Grad Plan Code**

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<th>Value</th>
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<tr>
<td>Root Code</td>
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</tr>
<tr>
<td>9th Grade Entry Year</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Sort Order</td>
<td></td>
</tr>
</tbody>
</table>

- Use the breadcrumb to go back to the NC Graduation Requirements screen to continue. You will have to navigate back to the location you were in the process of adding a Base Requirement.

5. Create a new base requirement by clicking Create New Base requirement. Select the **Root** from the drop-down, enter the **Base Subject**, and enter the **Credits Needed**.

6. If you accidentally add too many base requirements, click **Undo** beside any extra lines that you need to remove.
7. Click **Submit**.
8. To delete a base requirement, click **Delete** beside of the requirement you wish to remove. Click **Confirm Delete**.
9. Click **Submit**
10. Continue using the steps defined in the **Graduation Plan Setup** section above, starting at step #6.
Student Level Administration - Accessing and Using the NC Graduation Requirements Screen

1. From the Start page, select either the school or District Office from the schools drop-down list (for school-level users, skip this step)

2. If you would like to access this information for a select group of students, enter your search criteria, complete your search and then select a student; or query a single student

3. Click Custom Screens on the left navigation pane

4. NC Graduation Requirement Screens are managed through the NC Graduation Requirements and Student Academics links on the left navigation pane

NC Graduation Requirements

The NC Graduation Requirements are located under the NC Graduation Requirements link. From this screen you can access a student’s progress toward UNC Minimum Requirements, FRC plans of study, CTE Concentration, LEA graduation plans, and Endorsements. There is a tab defined for each plan of study for the student selected. Each section below outlines the information and how to drill down into the details.

UNC Minimum Requirements

In the UNC Minimum Admissions Requirements section, you will see several base subjects:

- English
- Foreign Language
- Math
- Science
- Social Studies

1. Click the Base Subject to expand and see path options. Click the Base Subject again to collapse the path.

2. Click one of the Path Options for the base subject to see the Path Sub Requirements
3. The **Completion Status** column shows the completion status of each sub requirement.
   - **Dark Green** – Complete
   - **Neon Green** – In-progress
   - **White** – Incomplete

4. **The Progress Bar** shows a student’s progress in meeting the path that student is closest to meeting.

5. Click the Complete/Incomplete/Projected **Completion Status** to see course information details.
   - **COMPLETE** – course path is complete
   - **INCOMPLETE** – course path is incomplete
   - **PROJECTED** – course is currently in-progress which, upon completion, will complete the path (NOTE: includes scheduled/committed course schedules)

6. To rerun the **UNC** process on an individual student, click **Run UNC**.

---

**FRC Cluster Data**

In the **FRC Cluster Data** area, users can drill down and see details on a student’s progress toward meeting the subject area requirements.

1. Click the **Subject** area to expand and reveal the different paths available.
2. The path high-lighted in **light green** is the path the student is closest to meeting.
3. The **Progress** bar shows the student’s headway toward meeting the path requirements.
4. Click the **COMPLETE/INCOMPLETE/PROJECTED** arrow beside the course to view course details.
5. The **Status** bar shows NEON Green for In-Progress courses
6. Click the arrow beside the **Completion Status** to see the course details
7. The student’s overall **Status** is represented in the status bar
8. To rerun the **FRC** process on an individual student, click **Run FRC**
CTE Cluster Data

Career and Technical Education Cluster Data shows a student’s progress toward meeting CTE Concentration Requirements in each available cluster.

1. In this area, users can see a student’s credit totals for **Foundational** courses, **Completer** courses, and **Enhanced** courses.

2. The **Total Applicable Credits** column shows the student’s total credits for each cluster (only one credit designated as Enhanced counts toward the four credit requirement).

3. The **Status** bar shows NEON Green for In-Progress courses.

4. Click the arrow beside the **Completion Status** to see the course details.

5. The student’s overall **Status** is represented in the status bar.

6. To rerun the **CTE** process on an individual student, click **Run CTE**.
STATE
Users can view a student’s progress in meeting other state level graduation plan requirements in this tab.

1. The **Subject, Credits Needed, Credits Earned, Credits in Progress, Completion Status, and Progress** for each base requirement are shown on the main tab.
2. To view details of each base requirement, click the **subject** to expand.
3. To view the course details of the completion status, click the **arrow** beside of the completion status.
4. To rerun the State plan for a student, click **Run State**
LEA

Users can view a student’s progress in meeting any LEA-defined graduation plan requirements in this tab.

1. The Subject, Credits Needed, Credits Earned, Credits in Progress, Completion Status, and Progress for each base requirement are shown on the main tab.
2. To view details of each base requirement, click the subject to expand.
3. To view the course details of the completion status, click the arrow beside of the completion status.
4. To rerun the State plan for a student, click Run LEA.
Endorsements

In order for the Endorsements screen to calculate properly, the UNC, FRC, and CTE plans should be rerun, especially if a change has been made to a student’s historical grades.

The Endorsements tab is calculated every time the tab is opened. It may take a few seconds for the tab to open because the “check” and “minus” indicators will recalculate each time the tab is opened.

CPR

CPR completion status is determined by the entry of a passing score for the CPR test in a student’s test history.

• CPR will be marked COMPLETE if the test has been entered for the student in Test Results with a value of P.

Career

The Career endorsement will display completion status, indicating completion status for FRC, GPA, Math Rigor, CTE Concentrator, and Career Readiness Credential. Users have the ability to manually calculate this status by clicking the Calculate button in the indicated section. The last calculated date and time stamp is displayed along with the user who last ran the calculation.

• FRC is indicated satisfied if FRC is satisfied on the FRC tab. The student’s FRC completion status is calculated when the endorsement tab is opened
• GPA is indicated satisfied by a 2.6 GPA (see note in other information). The GPA is calculated when the endorsement tab is opened
• Math Rigor is calculated on the fly (based on the set up pushed down to the LEA by the Enterprise Controller)
• CTE Concentrator is indicated satisfied based on CTE tab
• Career Readiness Credential is indicated satisfied if student has a test score with “Passing” student test record attribute.

**College**

The College endorsement will display completion status, indicating completion status for FRC, GPA, Math Rigor, 4th Math UNC. Users have the ability to manually calculate this status by clicking the **Calculate** button in the indicated section. The last calculated date and time stamp is displayed along with the user who last ran the calculation.

• FRC is indicated satisfied if FRC is satisfied on the FRC tab. The student’s FRC completion status is calculated when the endorsement tab is opened
• GPA is indicated satisfied by a 2.6 GPA (see note in other information). The GPA is calculated when the endorsement tab is opened
• Math Rigor is calculated on the fly (based on the set up pushed down to the LEA by the Enterprise Controller)
• 4th Math MM is indicated satisfied based on Completion of a 4th math course aligned with the NC Community College System Multiple Measures Placement Policy. The system determines that courses meet this standard by courses within graduation plan Sub Requirements that have an “association” value of “4th Math MM.” This value is set within the Graduation Plan Setup pages on the Enterprise Controller.

**College – UNC**

The College-UNC endorsement will display completion status, indicating completion status for FRC, GPA, Math Rigor, 4th Math MM, Science, and World Language. Users have the ability to manually calculate this status by clicking the **Calculate** button in the indicated section. The last calculated date and time stamp is displayed along with the user who last ran the calculation.

• FRC is indicated satisfied if FRC is satisfied on the FRC tab. The student’s FRC completion status is calculated when the endorsement tab is opened
• GPA is indicated satisfied by a 2.6 GPA (see note in other information). The GPA is calculated when the endorsement tab is opened
• Math Rigor is calculated on the fly (based on the set up pushed down to the LEA by the Enterprise Controller)
• 4th Math UNC is indicated satisfied based on Completion of a 4th math course aligned with UNC system Minimum Admission (MARs). The system determines that courses meet this standard by courses within graduation plan Sub Requirements that have an “association” value of “4th Math UNC.” This value is set within the Graduation Plan Setup pages on the Enterprise Controller.
• Science is indicated satisfied if the student has 3 science credits that align with the applicable UNC MARs “Science” Base Requirement
• World Language if the student has 2 world language credits in the same language as defined on the UNC tab. The system is technically reviewing the UNC minimum requirements remaining record in the S_NC_GP_RPT table; and if the record includes world language, then this sub requirement of the College-UNC endorsement will fail.
**NC Academic Scholar**

The NC Academic Scholar endorsement will display completion status, indicating completion status for FRC, GPA, Math Rigor, 4th Math UNC, Science, World Language, and Two Higher-Level Electives. Users have the ability to manually calculate this status by clicking the **Calculate** button in the indicated section. The last calculated date and time stamp is displayed along with the user who last ran the calculation.

- FRC is indicated satisfied if FRC is satisfied on the FRC tab. The student’s FRC completion status is calculated when the endorsement tab is opened.
- GPA is indicated satisfied by a 2.6 GPA (see note in other information). The GPA is calculated when the endorsement tab is opened.
- Math Rigor is calculated on the fly (based on the set up pushed down to the LEA by the Enterprise Controller).
- 4th Math UNC is indicated satisfied based on Completion of a 4th math course aligned with UNC system Minimum Admission (MARs). The system determines that courses meet this standard by courses within graduation plan Sub Requirements that have an “association” value of “4th Math UNC.” This value is set within the Graduation Plan Setup pages on the Enterprise Controller.
- Science is indicated satisfied if the student has 3 science credits that align with the applicable UNC MARs “Science” Base Requirement.
- World Language if the student has 2 world language credits in the same language as defined on the UNC tab. The system is technically reviewing the UNC minimum requirements remaining record in the S_NC_GP_RPT table; and if the record includes world language, then this sub requirement of the College-UNC endorsement will fail.
- Two Higher-Level Electives is indicated satisfied if the student has 2 credits meeting any of the following criteria:
  - AP, Honors, or IB course (the 5th digit of the course number is either 5, 7, or 8)
  - CTE Advanced course (level 2 CTE courses as defined by the CTE graduation requirements)
  - Dual enrollment course (any stored grade record where the post-secondary institution attribute is NOT NULL)

**Legend**

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<th>Description</th>
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<tbody>
<tr>
<td>✔️</td>
<td>Endorsement Satisfied</td>
</tr>
<tr>
<td>🚫</td>
<td>Endorsement Unsatisfied</td>
</tr>
<tr>
<td>🚫</td>
<td>Endorsement Unsatisfied or No Data Found on Path</td>
</tr>
</tbody>
</table>

*Override in place*
Other Information

The Endorsements screen sub-requirement GPA uses the same equation for GPA used on the NC Official Transcript. It is hard-coded and is unaffected by any changes made to the NC Weighted and/or NC Unweighted GPA methods.

NC Weighted GPA Formula:
ROUND(SUM(GPA_SUM((GPA_GPAPOINTS()+GPA_ADDEDVALUE())) *GPA_EARNEDCREDIT())/SUM(GPA_POTENTIALCREDIT)

NC Unweighted GPA Formula:
ROUND(SUM(GPA_SUM((GPA_GPAPOINTS() *GPA_EARNEDCREDIT()))/SUM(GPA_POTENTIALCREDIT())),4)

Credential Attainment

The Credential Attainment tab is designed to reflect credential attainment associated with a course. When the user clicks on this tab for a student, all the student’s historical final marks are displayed. If there is a test associated with a course and the student has a test score entered, a like will appear under the Test Name column with the actual Test Name. A link to the student’s test scores will appear in the Scores? Column if scores are present.

Note: The test scores for credential attainment are entered like all other test scores on the Test Results page for a student. To determine which test is needed for a course’s credential attainment, view the Course details at the district or school level. The Credential Attainment Associations will be listed at the bottom of the Courses screen.

1. On the student graduation requirements screen, click the Credential Attainment tab.
2. Every course in the student’s historical grades will display. If a course has a test associated with it and scores are available, click View Scores to see the test scores.

3. Test names flagged with an asterisk (*) indicate that the test has a Work Keys/Career Readiness indicator associated.
Student Academics (with graduation plan overrides)

The Student Academics screen is used to store important data regarding graduation for students. Users also have the ability to manually override the FRC, CTE, UNC, and Endorsement requirements on the Student Academics screen. If users choose to use any of the override functions on this page, users must enter an override reason in the Notes field.

If an override is selected on this page, the user will see a yellow bar indicating an override is in place across the top of the affected/overridden graduation plan.

1. From the Start page, select either the school or District Office from the schools drop-down list (for school-level users, skip this step)
2. If you would like to access this information for a select group of students, enter your search criteria, complete your search and then select a student; or query a single student
3. Click Custom Screens on the left navigation pane
4. Click Student Academics
5. In the first section, users can review information regarding student graduation status:
   • Grade 9 Entry Date – student’s first day of the 9th grade
   • Projected Grad Year – year of expected graduation
   • Bound For – select a value from the drop-down
   • College Bound – Yes/No
   • Home Language Survey – yes or no
   • Home Language Survey Date – date
   • Pregnant or Parenting Teen – Yes/No

6. In the FRC Plan Data section, complete these items as necessary:
• Diploma Granted Date
• Diploma Issued Date
• Diploma Type – select the correct diploma from the drop-down
• Diploma Override – Select No/Yes; if you select yes, you must enter a Note
• Diploma Override Audit – shows any previous FRC overrides
• Plan of Intent – select the plan of intent (use the CTRL or Command key to make multiple selections) – this is just a place for the school level personnel to note the Plan of Intent; this field does not control how the student is evaluated toward a graduation plan

7. In the CTE Plan Data section, complete these items as necessary:
   • CTE Concentrator(s) - select one or more CTE Concentrator(s) (use the Control or Command key to make multiple selections)
   • CTE Override – Select No/Yes; if you select yes, you must enter a Note
   • CTE Override Audit - shows any previous CTE overrides

8. In the UNC Plan Data section, complete these items as necessary:
   • UNC Override – Select No/Yes; if you select yes, you must enter a Note
   • UNC Override Audit - shows any previous UNC MAR overrides
9. In the **Endorsement Overrides** section, complete these items as necessary:

- **College Endorsement Override** – Select **No/Yes**; if you select yes, you must enter a **Note**
- **College UNC Endorsement Override** – Select **No/Yes**; if you select yes, you must enter a **Note**
- **NC Academic Scholar Endorsement Override** – Select **No/Yes**; if you select yes, you must enter a **Note**
- **Career Endorsement Override** - Select **No/Yes**; if you select yes, you must enter a **Note**

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<th>Label</th>
<th>Data</th>
</tr>
</thead>
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<tr>
<td>Reason:</td>
<td>Test</td>
</tr>
<tr>
<td>College Endorsement Override</td>
<td>Yes 1</td>
</tr>
<tr>
<td>Reason:</td>
<td>Test</td>
</tr>
<tr>
<td>College-UNC Endorsement Override</td>
<td>Yes 1</td>
</tr>
<tr>
<td>Reason:</td>
<td>Test</td>
</tr>
<tr>
<td>NC Scholar Endorsement Override</td>
<td>No 1</td>
</tr>
</tbody>
</table>

10. In the **Post-Secondary Activities** section, complete these items as necessary:

- **Post-Secondary Education** – Select **No/Yes**
- **Advanced Training** – Select **No/Yes**
- **Military Service** – Select **No/Yes**
- **Employment** - Select **No/Yes**

<table>
<thead>
<tr>
<th>Label</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post-Secondary Education</td>
<td>No 1</td>
</tr>
<tr>
<td>Advanced Training</td>
<td>No 1</td>
</tr>
<tr>
<td>Military Service</td>
<td>No 1</td>
</tr>
<tr>
<td>Employment</td>
<td>No 1</td>
</tr>
</tbody>
</table>
12. Enter any additional notes for overrides in the **Override Notes** section

13. Click **Submit**
North Carolina Customizations – Graduation Plans (Phase 2)

Reports

Diploma Assessment Report (DAR)

The graduation reports are located under the NCDPI Reports section of PowerSchool

1. From the Start page, select the school or District Office from the school drop-down (for district users)

2. You must select a group of students in order to run the report; enter your search criteria, complete your search

3. Click System Reports from the left navigation pane

4. Click the NCDPI Reports tab

5. In the Graduation Planner section of the page, click Diploma Assessment

6. The report will immediately begin to generate for the students you have selected from Step #2. If you get no results, then go back and make a student selection. Depending on the number of students in the selection, this report could take a few minutes to generate.

7. Click a student’s ID number to go directly to their Graduation Requirements screen

8. Click one of the following buttons to perform the given action:

   • Copy to clipboard – copies the information to the clipboard from the report based on the parameters chosen

   • Save for Excel – saves the report in CSV format

   • Save to PDF – saves the report in PDF format

   • Print – prints the report

9. You can edit the number of entries displayed per screen by clicking the drop-down in the upper left-hand corner, directly below the print options boxes (10, 25, 50, 100)

10. You can search for students using the Search box

11. Student progress is reported in the FRC, UNC, and Math Rigor columns and displays as Yes/No and CTE Concentrators column displays as no/Concentrator Areas

12. An asterisk (*) indicates an override in an area; a plus (+) indicates that a student is projected to meet the graduation plan requirements
Student Enrollments by Subject Report

This report shows a summary of students enrolled by subjects (as defined by department) and school year.

1. From the Start page, select the school or District Office from the school drop-down (for district users)
2. Click System Reports from the left navigation pane
3. Click the NCDPI Reports tab
4. In the Enrollment Reports section of the page, click Student Enrollments by Course Report.
5. Select a Subject from the drop-down or leave set to “All Subjects” to run the report for all subjects.
6. Select a Year from the drop-down or leave set to “Currently Selected Year” to run for the select school year
7. It may take a few moments for the report to generate at the bottom of the screen.
8. Click one of the following buttons to perform the given action:
   - Copy to clipboard – copies the information to the clipboard from the report based on the parameters chosen
   - Save for Excel – saves the report in CSV format
   - Save to PDF – saves the report in PDF format
   - Print – prints the report
9. You can edit the number of entries displayed per screen by clicking the drop-down in the upper left-hand corner, directly below the print options boxes (10, 25, 50, or 100)
10. To navigate to another screen of records, click the First, Previous, 1, 2, ..., Next, and Last buttons to view more data.
Important Notes

- Graduation requirements are calculated by looking at the first four digits of a course number.
- Graduation requirements update automatically once a month and at the end of every semester.
- **UNC MAR will show green completion status bars for the path that the student is closest to completing.**
- FRC progress bars show green status bars for any path the student has completed and also show a light green highlight for the path that the student is closest to completing.
- If status/progress bar does not populate or populates incorrectly, the user should clear the browser cache.
- User have the option to override FRC, CTE, UNC, and Endorsement requirements (College Endorsement, College UNC Endorsement, NC Academic Scholar, and Career) on the Student Academics screen.