



COLUMBUS  
CITY SCHOOLS



# Graduation Planning

# MYAP

## Multi-Year Academic Planner

- This is a tool built into Infinite Campus that tracks credits, assessments, and GPA as they are required for various diploma types and certifications
- All students should have a plan identified to track progress
- Those without a plan will be placed in the Diploma of Graduation Program by the fourth Friday of the Academic Year
- New students should be assigned to a plan by their counselor within **20 school days of enrollment**
- We will develop a Certify Rule to identify students without an academic plan

Credit Type	08	09	10	11	12	Credit Status			Overflow	Total
						ER	IP	PL		
+ Elective	1.25 / 0.0	1.0 / 1.0	0.0 / 1.0	0.0 / 1.0		1.25	1.0		1.0	3.25 / 3.0
+ English 1		1.0 / 1.0				0.0	1.0			1.0 / 1.0
+ English 2			1.0 / 1.0			0.0		1.0		1.0 / 1.0
+ English 3				1.0 / 1.0		0.0		1.0		1.0 / 1.0
+ English 4					1.0 / 1.0	0.0		1.0		1.0 / 1.0
+ Fine Arts		1.0 / 0.0	1.0 / 1.0			0.0	1.0	1.0	-1.0	1.0 / 1.0
Health		0.0 / 0.5				0.0				*0.0 / 0.5
Internship					0.0 / 1.0	0.0				*0.0 / 1.0
+ Math 1: Integrated Math I (Algebra I or higher)		1.0 / 1.0				0.0	1.0			1.0 / 1.0
+ Math 2: Integrated Math II (Geometry or higher)			1.0 / 1.0			0.0		1.0		1.0 / 1.0
+ Math 3: Integrated Math III (Algebra II or higher)				1.0 / 1.0		0.0		1.0		1.0 / 1.0
+ Math 4: Adv. Quantitative Reasoning (or higher)					1.0 / 1.0	0.0		1.0		1.0 / 1.0
+ Physical Education 1	0.25 / 0.0	0.0 / 0.25				0.25				0.25 / 0.25
Physical Education 2		0.0 / 0.25				0.0				*0.0 / 0.25
+ Science: Advanced Science				1.0 / 1.0		0.0		1.0		1.0 / 1.0
+ Science: Life Science			1.0 / 1.0			0.0		1.0		1.0 / 1.0
+ Science: Physical Science		1.0 / 1.0				0.0	1.0			1.0 / 1.0
+ Social Studies: American Government				1.0 / 1.0		0.0		1.0		1.0 / 1.0
+ Social Studies: American History			1.0 / 1.0			0.0		1.0		1.0 / 1.0
+ Social Studies: World History		1.0 / 1.0				0.0	1.0			1.0 / 1.0
+ Technology		1.0 / 0.0	0.0 / 1.0			0.0	1.0			1.0 / 1.0
<b>Total</b>	<b>1.5 / 0.0</b>	<b>7.0 / 6.0</b>	<b>5.0 / 7.0</b>	<b>4.0 / 5.0</b>	<b>2.0 / 3.0</b>	<b>1.5</b>	<b>7.0</b>	<b>11.0</b>		<b>*19.5 / 21.0</b>

Course Requirements	Progress
+ Minimum of 22 credits	*19.5 / 22.0


Test Requirements	Evaluation Criteria	Progress
State College and Career Readiness Requirement	One test score is at or above Raw: 1.000	*Not taken

Compound Requirements	Progress
+ Academic Elective (additional Science or Social Studies course)	*Not Complete

**Odinson, Thor**    Nickname: Thor    Diploma of Graduation

Grade: 09    #8096777    DOB: 11/22/2005    Gender: M



Full Name	Nickname	Grade
Odinson, Thor	Thor	09

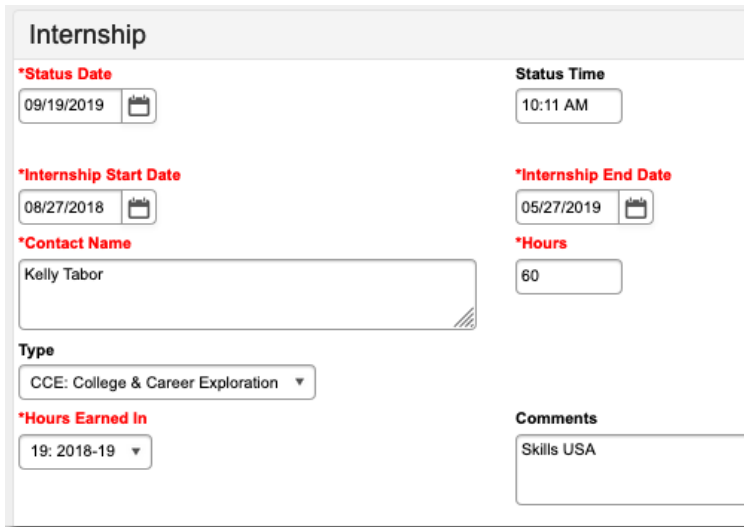
Primary Home Language  
ENG: English



# Internship Hours Entry

## Internship hours must be entered in Infinite Campus

**Path:** Index > Student Information > General > Counseling > General > Internship Tab



The screenshot shows the 'Internship' entry form in Infinite Campus. The form is divided into several sections:

- \*Status Date:** 09/19/2019 (with a calendar icon)
- Status Time:** 10:11 AM
- \*Internship Start Date:** 08/27/2018 (with a calendar icon)
- \*Internship End Date:** 05/27/2019 (with a calendar icon)
- \*Contact Name:** Kelly Tabor
- \*Hours:** 60
- Type:** CCE: College & Career Exploration (dropdown menu)
- \*Hours Earned In:** 19: 2018-19 (dropdown menu)
- Comments:** Skills USA

- Each Internship session needs to be entered with the appropriate information as shown
- All hours for graduating students should be completed by **May 1** of the graduation year
- Run the Internship Hours report to get totals for all students in the cohort
  - Path: Index > Grading & Standards > Reports > **Internship Hours**
- After minimum number of hours are verified (120), a credit for the **Internship** course (991230) must be added manually to the transcript



# Posting to Transcript

Final grades should be posted to the Transcript prior to the graduation ceremony

- Administrators should work with teachers to ensure all final grades have been entered (including exam grades) using the *Missing Grades Report*
- Once all grades are verified, run the *Post to Transcript* tool in Infinite Campus for all graduating students (can filter by grade or cohort)
- This process should be completed by close of business the day after senior exams are completed

**Select Calendars**  
Which calendar(s) would you like to include in the report?  
 active year  
 list by school  
 list by year

19-20 Northland HS  
19-20 Northtowne ES  
19-20 Oakland Park ES  
19-20 Oakmont ES  
19-20 Ohio ES  
19-20 Olde Orchard ES  
19-20 Options for Success  
19-20 Out of District (931)  
19-20 Parkmoor ES  
19-20 Parsons ES  
19-20 Pre-K Enroll Tracking  
19-20 Psych Evaluation (3)  
19-20 Ridgeview MS  
19-20 Salem ES  
19-20 Scholarship Tracking  
19-20 Scottwood ES  
19-20 Seniors to Sophomores  
19-20 Service Plan (730)

**Select Credit Groups**

-English 4  
-English 5: Other Advanced English  
-Fine Arts  
-Health  
-Internship  
-Math 1: Integrated Math I (Algebra I or higher)  
-Math 2: Integrated Math II (Geometry or higher)  
-Math 3: Integrated Math III (Algebra II or higher)  
-Math 4: Adv. Quantitative Reasoning (or higher)  
-Math 5: Other Advanced Math  
-Physical Education 1  
-Physical Education 2  
-Science: Other  
-Science: Advanced Science  
-Science: Life Science

CTRL-click or SHIFT-click to select multiple

**Select Terms**

No term specified  
Term 1  
Term 2  
Term 3  
Term 4

CTRL-click or SHIFT-click to select multiple

**Select Grades**

All grades  
01  
02  
03

CTRL-click or SHIFT-click to select multiple

**Ad Hoc Filter**

Cohort Year 2020

**Select Course/Section Sort by**  Number

900500-4 PRECALCULUS  
901305-16 ALEKS MATH  
901305-26 ALEKS MATH  
902010-1111 INTEGRATED MATHEMATICS I  
902010-2 INTEGRATED MATHEMATICS I  
902010-3 INTEGRATED MATHEMATICS I  
902010-33 INTEGRATED MATHEMATICS I  
902010-5 INTEGRATED MATHEMATICS I  
902010-677 INTEGRATED MATHEMATICS I

CTRL-click or SHIFT-click to select multiple





# Setting a Cohort Year

Path: Index > Links > Infinite Campus Dashboard: Setting a Cohort

<https://columbus.atlassian.net/wiki/spaces/SC/pages/732923275/Setting+a+Cohort>



**How do I know if a student has a set cohort?**

- Check the transcript
- Check ODDEX



**How will ODE determine the cohort if it's not already set?**

- Was the student reported through EMIS the previous year?
  - If Yes - The determination will be Grade Level
  - If No - The determination will be 9<sup>th</sup> grade entry date



**What if they have a cohort set and it's incorrect? Can we appeal it?**

- Set by CCS – Appeal will not be approved
- Set by another district – We can file an appeal if we have supporting documentation.

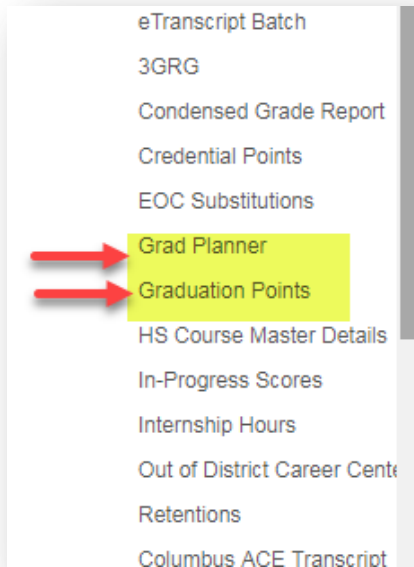


# Reports

## Grad Planner and Graduation Points

Grading & Standards > Reports

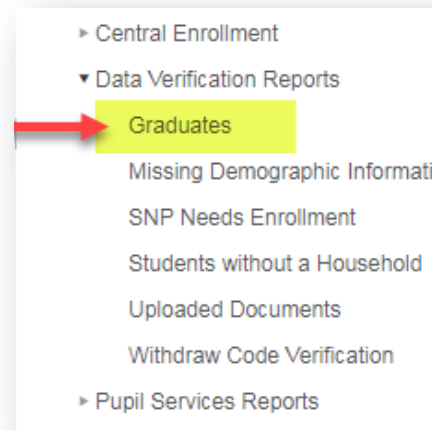
- Grad Planner
- Graduation Points



## Graduates

Student Information > Reports

- > Data Verification Reports
- > Graduates



# Grad Planner Report

Path: Index > Grading & Standards > Reports > Grad Planner

- Provides an overview of graduation progress by cohort year

- Demographics
- GPA
- Rank
- Current Courses
- Credential Points
- End of Course Points
- Credit Summary

School	Credit Center Programs	Student #	Last Name	First Name	Middle Name	Gender	DOB	GR	LIP	BP	EP Status	Current	Cum GPA	Unmet/Req GPA	Rank	
19-20 Marian-Franklin HS						F	12/09/2001	11	N	N		2020	2.92	2.92	59	ADV QUANTITATIVE REASONING, CHEMISTRY, ENGLISH 12, INTEGRATED MATHEMATICS & LAW
19-20 Marian-Franklin HS						M	11/19/2001	11	N	N		2020	2.620	2.620	39	AMERICAN GOVERNMENT, ANATOMY - PHYSIOLOGY, AP CALCULUS AB, ENGLISH 12, JAZZ ENSEMBLE, MARCHING/BAND
19-20 Marian-Franklin HS	19-20 Fort Hayes CC					F	2/20/2002	12	N	N		2020	2.947	2.947	25	ENGLISH 12, INTEGRATED MATHEMATICS II, MEDICAL & DENTAL OFC TECHNOLOGY - PATIENT CENTERED CARE, TWO-DIMENSIONAL DESIGN
19-20 Marian-Franklin HS	19-20 Columbus Davenport HS					M	3/27/2002	12	N	N		2020	2.847	2.847	31	ADV QUANTITATIVE REASONING, AFRICAN AMERICAN STUDIES, CATERING & BANQUET SVCS, DRIVING, CSCC PSYCHOLOGY 1100, COLLEPHYS ARTS TECHNOLOGY, ENGLISH 12, RESTAURANT MANAGEMENT
19-20 Marian-Franklin HS						M	10/01/2001	12	N	N		2020	3.316	3.316	49	ADV QUANTITATIVE REASONING, AFRICAN AMERICAN LITERATURE, ANATOMY - PHYSIOLOGY, INTRO ENGINEERING DESIGN, LAW, PC APPLICATIONS, SP APPLICATIONS & TECHNICAL THEATRE & PRODUCTION, THEATRE HISTORY & PERFORMANCE
19-20 Marian-Franklin HS						F	10/01/2001	12	N	N		2020	3.254	3.254	56	ADV QUANTITATIVE REASONING, AFRICAN AMERICAN LITERATURE, LAW, PHYSICAL EDUCATION I, PHYSICS
19-20 Marian-Franklin HS	19-20 Fort Hayes CC					M	10/22/2001	12	N	Y	EP (4/10/21)	2020	3.406	3.406	9	ADV QUANTITATIVE REASONING, ENGLISH 12, INTRO ENGINEERING DESIGN, LIFE CARE ALLIANCE, SOCIOLOGY, PSYCHOLOGY
19-20 Marian-Franklin HS						F	10/25/2001	12	N	N		2020	3.900	3.874	4	ANATOMY - PHYSIOLOGY, AP CALCULUS AB, AP ENGLISH LANGUAGE & COMP, COTE ASL, IGA BEC ASL, I COTE SOC 100 INTRO TO SOC, MATH/COMPOST BOARD WORK SURVEY ELEMENTS & SKILLS, MUSIC SURVEY HISTORY & CULTURE, TECHNICAL THEATRE & PRODUCTION, THEATRE HISTORY & PERFORMANCE
19-20 Marian-Franklin HS						M	10/17/2001	12	N	Y	EP (4/10/21)	2020	2.536	2.478	43	ADV QUANTITATIVE REASONING, BASIC KEYBOARD FUNDAMENTALS I, BASIC KEYBOARD FUNDAMENTALS II & DESIGN 12, FINANCIAL MUSIC SURVEY ELEMENTS & SKILLS, MUSIC SURVEY HISTORY & CULTURE, SOCIOLOGY, PSYCHOLOGY, TWO-DIMENSIONAL DESIGN
19-20 Marian-Franklin HS						F	5/17/2002	12	N	N		2020	2.390	2.390	45	ACTING I, ADV QUANTITATIVE REASONING, AFRICAN AMERICAN LITERATURE, ANATOMY - PHYSIOLOGY, AP US GOVERNMENT & POLITICS, LAW, TECHNICAL THEATRE & PRODUCTION, THEATRE HISTORY & PERFORMANCE
19-20 Marian-Franklin HS	19-20 Columbus Davenport HS					M	3/11/2002	12	N	N		2020	3.272	3.272	13	ADV QUANTITATIVE REASONING, COMPUTER & MOBILE APPLICATION, ENGLISH 12, GAME DESIGN, GLOBAL ISSUES, GRAPHIC LAYOUT & PROCESS, PHYSICS
19-20 Marian-Franklin HS						F	4/11/2001	12	N	Y	EP	2020	1.816	1.816	62	ACTING I, ADV QUANTITATIVE REASONING, ANATOMY - PHYSIOLOGY, VCAP AMERICA



# Graduation Points Report

Path: Index > Grading & Standards > Reports > Graduation Points

-Provides an overview of graduation points and credentials for each student

- EOC Exam Points
- Advanced Placement Assessments
- International Baccalaureate Assessments
- College Credit Plus courses
- ACT / SAT Assessments
- Credentials & Work Keys Assessments

				Report Run Date - 11/7/2019 2:15:18 PM	
	Math 4 points Required	ELA 4 points Required	Science/Social Studies 6 points Required	Grad Testing Requirements Met	
<b>End of Course</b>					
Algebra I, Integrated Math 1 or Equiv. Test	4	ELA 1 or Equiv. Test	2	American History or Equiv. Test	3
Geometry, Integrated Math 2 or Equiv. Test	4	ELA 2 or Equiv. Test	3	American Government or Equiv. Test	3
				Physical Science or Equiv. Test	0
				Biology or Equiv. Test	5
EOC Math Total	8	EOC ELA Total	5	EOC Science / Social Studies Total	11
<b>Test Substitution</b>					
<b>Advanced Placement (AP) Assessment</b>					
Additional AP	Score	AP Science / Social Studies Total		0	
<b>International Baccalaureate (IB) Assessment</b>					
				IB Science / Social Studies Total	
				0	
<b>College Credit Plus (CCP) Courses</b>					
				CCP Science / Social Studies Total	
				0	
<b>Courses Taken Prior to End of Course Exam Availability</b>					
Math Total		ELA Total		Science / Social Studies Total	
0		0		0	
<b>Totals</b>		<b>Math</b>	<b>8</b>	<b>ELA</b>	<b>5</b>
				<b>SCI/SS</b>	<b>11</b>
				<b>24</b>	
<b>College Readiness</b>					
<b>ACT</b>		<b>SAT</b>		<b>Work Keys</b>	
ACT - English.....	0	SAT - Math.....	0	WorkKeys.V.1	WorkKeys.V.2
ACT - Math.....	0	SAT - Writing.....	0	Math.....	Applied Math.....
ACT - Reading.....	0	SAT - Reading.....	0	Locating Info.....	Graphic Literacy.....
		SAT - EB - Math.....	0	Reading.....	Workplace Docs.....
		SAT - EB - Reading/Writing.....	0	WK v.1 Total	0
				WK v.2 Total	0
				<b>ACT Requirements Not Met</b>	
				<b>SAT Requirements Not Met</b>	
				<b>Industry Credential Requirements Not Met</b>	



# Verification Reports

Path: Index > Student Information > Reports > Data Verification Reports > Graduates

## **Graduate Verification**

Identifies missing fields on the Graduation tab

## **Total Graduate Counts by School and Cohort**

Identifies the count of graduates by cohort for school year

## **Graduation Additional Options**

Identifies students for whom you have entered additional graduation options

## **Mismatched Cohorts between Infinite Campus and ODDEX**

Identifies if the cohort in Infinite Campus is different from the set cohort in ODDEX

## **Grad Class Dropout Verification**

Identifies students who are counting negatively in your graduation rate



# Timeline



## **Assign Graduation Plan**

- **Student Information Systems Team will mass Set Diploma of Graduation for all students without a graduation plan (Fourth Friday of the academic year).**
- **School Counselors will set all newly enrolled students (End of Q1 or within 20 school days of Enrollment if enrolled after the conclusion of Q1).**



## **School Counselors Set Cohort Year (End of Semester 1 or within 20 school days of Enrollment if enrolled after December 1<sup>st</sup>).**

- **Enter 'Date First Entered the 9th Grade' to populate the NGA Cohort End Year**
- **Run the Mismatched Cohorts between IC/ODDEX Report**



# Timeline



**School Counselors will run Graduation Planner Report/MYAP/Graduation Points Report (Run Quarterly during Expected Year of Graduation).**



**School Counselors will run Transfer Credits Missing Report (New) (Run Quarterly during Expected Year of Graduation).**



**College and Career Readiness Coordinators will enter Internship Hours into IC (May 1<sup>st</sup> of Expected Year of Graduation).**



# Timeline



**School Counselors begin Graduation Tab completion for students expected to Graduate (Must be completed by 1 day prior to graduation but can begin entry --where appropriate-- on May 1<sup>st</sup> of Expected Year of Graduation).**



**Building Administrators Final Post to Transcript (Must be completed by the day after the completion of Senior Exams).**



**School Counselors Final Review of Grad Planner Report/MYAP/Graduation Points (1 Day after Final Post to Transcript).**





# Timeline



## **School Counselors Complete Graduation Tab**

- School Counselors check that core academic areas met fields are indicated on Graduation Tab (Beginning upon completion of core academic areas but no later than 1 day prior to the Graduation Ceremony).
- All components of the Graduation tab must be completed at least 1 day prior to the Graduation Ceremony.



## **School Counselors run Graduation Verification Reports (Beginning May 1<sup>st</sup> and completed no later than 1 day prior to the Graduation Ceremony.)**

- Graduates Report
- Graduation Additional Options Report



# Timeline



**School Counselors collaborate with Special Education Coordinators**

- **Prepare list of special need students who will continue education in grade 23 (Beginning May 1<sup>st</sup> and completed no later than 1 day prior to the Graduation Ceremony).**
- **Enter core academic areas met and Courses Completed Date on Graduation Tab – Do not populate Diploma Date field (Beginning May 1<sup>st</sup> and completed no later than 1 day prior to the Graduation Ceremony).**



**School counselors submit Retentions via CCSDAS as appropriate (including non-grads and 'Graduation Test Required' students. (As determined by the End of Year Check Out Procedures).**



# Questions

