Credit Types: Graduation Requirements and Course or Activity Identifiers

Topic/Issue:

A. There is the need to determine which courses are listed on a student's high school transcript. Beginning with the 2010-2011 school year the standard SC Transcript in PowerSchool will list all courses stored in historical grades for a student, grades K-12 unless an identifier is added to each course or activity completed by high, middle, or elementary students.

B. Districts and schools in South Carolina have requested that a state standard set of graduation requirement credit types are established for schools to determine if students are meeting goals from year to year. The standard list of graduation requirement credit types are the same as subject area codes established in SASI, and the process that guidance counselors used to review students data is also similar to that used in SASI.

C. There needs to be a method in place for administrators responsible for monitoring student transcripts to override a course credit type incorrectly applied to a student's completed course list. The graduation requirements credit type can be manually added to a student's historical grades when such a change is necessary for individual students. The graduation requirement credit type populating the field on the historical grade page will take precedence over the entry for this field on the course page when a report is run.

Solutions:

A. To maintain consistency with codes previously used with SASI, the "credit type" codes for subject areas listed below will continue to be a standard in PowerSchool when identifying credit types for courses in your high schools.

Code	Credit Type for Subject Area	Grade Levels*
A	English/Language Arts	9-12, possibly 8
C	Mathematics	9-12, possibly 8
E	Science	9-12
H	US History & Constitution	9-12
J	Economics	9-12
K	US Government	9-12
L	Other Social Studies	9-12
P	Physical Ed or Jr ROTC	9-12
R	Computer Science – Keyboard	9-12, possibly 7, 8
T	Foreign Language or CATE	9-12, possibly 7, 8
X	Electives	9-12

*<u>Courses</u> are those classes taken by students in grades 9-12 considered credit-bearing and for which a student receives units toward graduating with a state high school diploma. Students in some middle school grades may take courses that count towards their high school diploma as well and should be set up as high school courses.

*<u>Activities</u> are those classes taken by students in grades K-12 that <u>do not count towards high school graduation or earning a high school diploma.</u>

B. Since all activities/courses for all schools are listed in the PowerSchool district course database, you will need a method by which to list only the credit-bearing courses for high school transcripts.

So that the courses/activities completed by a student during grades K-8 are not listed on a student's high school transcript, you will need to add ES as the credit type for activities in elementary schools, MS for those activities in middle school, and HS for credit-bearing courses in high schools.

Code	Credit Type for Grade Level	Grade Level*
ES	Elementary School	K-5
MS	Middle School	6-8
HS	High School	9-12

 *Grade levels vary in school districts by school; please adjust coding as necessary for your schools' offerings.
Again, note that the use of the ES, MS, and HS codes are important to have in place for the school year 2010-2011; otherwise, high school transcripts will list activities and courses for students' entire school career.

A district can decide to denote only credit type of HS for credit-bearing courses and avoid setting course/activity credit types for all elementary and middle school activities. If you make this choice, you will not have a unique identifier to designate activities completed by students in the middle school grade levels versus the elementary school grade levels should you need such a report.

How to Use and Modify Graduation Requirement Credit Types

C: Credit Types allow courses to be grouped together. Each course can be associated with one or more credit types. The same applies to stored grades. The above tables provide credit types that are specific to South Carolina subject areas where A indicates a course is in the English or language arts subject area and grade levels where HS indicates the course is taken for credit towards a high school diploma. You can have both credit types listed

in the credit type field for each course. When setting up a graduation requirement, you can specify the requirement to be satisfied by any course in a specified credit type.

EXAMPLE
If a math course meets several graduation requirements, you would indicate this by entering more than one credit type for that course; for example, a course unit could count for math or science or elective, depending on the student's career path. For such a course, you would input HS,C,E,X or C,E,X,HS in the credit type field on the specific math course page. It is important to note that when inputting the credit types for each course, you need to ensure they are comma delimited with NO SPACES and in a specific order if you enter multiple credit types.

Note that HS can be first or last; however, you would list the order of the credit type based on the actual graduation requirement order. In this example the system would first determine if the student had completed math requirements (C) for graduation; if not met, the course would be considered for a math credit. If math requirements were met, then the system would determine if the student had completed science (E) requirements; and third, if both math and science were met, the system would indicate the course met elective (X) requirements.

For printing the courses completed for each year on the SC Transcript for 2010-11 and beyond, the HS code would allow the system to select those high school credit-bearing courses taken by the student; however, you will need to add the "filter" to your script.

Edit the script for the transcript: Restrict to credit type: HS

51.		Transcript	Term columns: F1, F1, F1, F1, List box: (0.27,2.25) to (4.25,9.0), Listing Size: 8, Restrict to credit type: HS, Exclude blank grades

To change the credit type associated with a course in PowerSchool, follow the steps below:

1. Navigate to Start Page > School Setup > Courses.
2. Choose a course from the left frame list.
3. Change or modify the information in the Credit type entry field.
4. Submit your changes.

Notes about Credit Types

Credit types can be overridden. If an ALGEBRA course has a course credit type of C, but for a particular student a counselor wants the student's

ALGEBRA grade for Q2 to count as an elective course, the counselor can navigate to the Historical Grades screen for that student and change an individual historical grade to have a credit type of X.

Because both courses and historical grades can have a credit type, the rule for which credit type will be used to fill graduation requirements is as follows:

> If a historical grade has a "graduation requirement" credit type assigned to it specifically, that credit type will override the credit type setting at the course level. There is not a need to identify the course grade level (HS, MS, or ES) in the credit type field in historical grades.

Though credit types are not required, they are provided to give extra flexibility in designing graduation requirements and in producing specialized transcripts that report classes by credit type. Adding the ES, MS, and HS for each course will allow for better reporting if you identify which courses or activities are assigned to which grade levels.