

Graduation Programs (Program of Study)

A Graduation Program (program of study) needs to be identified and in place by the time a student enters grade 10. The graduation program needs to be reviewed with any new registrant during the school year.

SD73 uses 3 different graduation programs:

- 1. 2018 Graduation Program the majority of students should be placed in this graduation program
- 2. Adult Graduation Program students can be placed in this program when they turn 18.
- 3. School Completion Certificate Program (SCCP) students need to have a 1701 ministry designation to be placed in this program

A detailed description of graduation programs and their requirements can be found at: https://curriculum.gov.bc.ca/graduation

How to add a graduation program to a single student:

- 1. Student Top Tab > Find the student > Transcript side Tab > Programs of Study sub side tab.
 - a. Options> Add. Complete the screen below



How to add graduation programs to multiple students that don't have a graduation program assigned to them.

- 1. Student Top Tab > Select the students > Options > Show Selected
 - a. Options> Program of Study Creator Primary
 - i. Select the Program of Study

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Graduation Programs (Program of Study)

Adult Graduation Program

- 1. Student is changed to the Adult Graduation Program
 - a. **Student** Top Tab > Find the student > **Transcript** side Tab > **Programs of Study** sub side tab.
 - b. Click into the 2018 Graduation Program and change it to the Adult Graduation Program and Save
- Student Grade sub level is changed to "AN"
 Student Top Tab > Find the student > Details side Tab

Year of graduation 🧕	2021
Dip/SCCP Date	
Grade level	12
Grade sub level	~
Enrollment status	Active
Calendar	Standard Q

3. Add an inclusion to note when the student changed to the *Adult Graduation Program.* https://bit.ly/34eBEei

When a student completes the Adult Graduation Program

- 1. Change the Grade sub level to "AD"
- 2. Enter the Dip/SCCP Date (the date the student completed the requirements)
- 3. Submit TRAX

School Completion Certificate Program (SCCP)

- 1. Student is changed to the SCCP
 - a. **Student** Top Tab > Find the student > **Transcript** side Tab > **Programs of Study** sub side tab.
 - b. Click into the 2018 Graduation Program and change it to the SCCP and Save
- 2. Add an inclusion to note when the student changed to the SCCP https://bit.ly/34eBEei

NOTE:

In the case a student has a grade sub level of "SU" and their graduation program has been changed, the TRAX program will not pick up the graduation program change. To correct the data at the ministry:

- 1. Remove the "SU"
- 2. Submit TRAX
- 3. ADD the "SU"