Graduation Requirements

A Tutorial

October 1999

This document presents a brief tutorial on **Digitronics Software Graduation Requirements (DS/GR)** application package.

Software Version:	Version 1.0
Hardware System	Digital Equipment Corp. VAX or Alpha
Operating System:	OpenVMS version 6.1 or later
Language:	COBOL

Preface

Purpose

This is a brief tutorial on the Digitronics Software Graduation Requirement (DS/GR) application package to get the user up and running quickly.

Intended Audience

Administrators and others responsible for evaluating a student's graduation requirements.

Structure Of This Document

The document contains four chapters.

- **Chapter 1. MGDCRT.** This chapter introduces the interactive program MGDCRT, which enables users to define the district's graduation requirements.

- **Chapter 2. MCRCRT.** This chapter introduces the interactive program MCRCRT, which enables users to identify courses that meet the district's graduation requirements.

- **Chapter 3. SGHCRT.** This chapter introduces the interactive program SGHCRT, which enables users to maintain records of students achievement with respect to the district's graduation requirements.

- **Chapter 4. Miscellaneous Application** This chapter discusses the various application programs that make up the remainder of the Graduation Requirements package.

Contents

1   MGDCRT

MGDCRT is an interactive program that you use for maintaining records to define the district's high school graduation requirement. It is activated when you enter **MGDCRT** at the system prompt. Here's what the **MGDCRT** screen looks like:

```
FY95 MGDCRT                    GRAD REQUIREMENTS              02/05/99 09:15
                      GRADUATION REQUIREMENT DEFINITIONS
 CLASS-OF  C/D DESCRIPTION............................
  1997      B   SCIENCE


          SEQ GR PS DESCRIPTION.......................................
           1       04 LIFE SCIENCE
           2       04 TECHNOLOGY
           3       04 ALL COURSES: ANALYZE
           4       04 ALL COURSES













 ENTER FUNCTION   [ ] [        ]
     A=Add  B=Back  C=Change  D=Drop  E=Exit  F=Forward  G=Get  H=Help  K=Kopy
```

The topmost portion of the screen shows the fiscal year you're connected to (in this case, 1995) and the current date and time. Next are fields for the graduation year (in this case, CLASS OF 1997), the top level graduation requirement classification code (C/D), and its description.

The middle portion shows the further division of a particular requirement into sequence number (SEQ), the grade level at which this particular sequence would have to be attained by the student (GR), the passing test score (PS), and the sequence description. The bottom portion shows three fields for communicating with the system:

1. the function field (FUNCTION), where you enter a code to tell the system what to do, for example, A for Add, D for Drop, etc (see next section for more information)

2. the reference field, where you enter additional information to remove possible ambiguity, and

3. the status field, where system messages are displayed.

1.1 Function Codes

A function designates a specific type of activity, and a function code, which is usually the first letter of a function description, tells the system which particular function to perform. The following table shows the functions and function codes that are available in this program.

CODE	DESCRIPTION
A	Add a new record to the file
B	Browse backward through the file
C	Change a specified record
D	Drop or delete a record from the file
E	Exit and close the window
F	Forward browse through the file
G	Get (specify) another graduation year
H	Open the help tutorial
K	Copy information from a particular year to another

1.2 Online Help

Help is available anytime anywhere in the program by simply pressing the help key or <CTRL H>. There is also a comprehensive online help tutorial that you can activate by entering **H** at the function field.

1.3 Browsing the database

The Forward and Backward functions are what you use to browse the database. **F** displays the next record on file while **B** displays the previous record.

You may also specify a particular record to display using the Get function. Just enter **G** and then enter the year of graduation (CLASS-OF) and the top level requirement code (C/D).

1.4 Maintaining the database

The Add, Change and Drop functions are what you use to maintain the database. **A** adds a new record, **D** deletes a specified record, and **C** lets you change the record.

Adding A Record

To add a record, enter **A** at the function prompt. Enter the year of graduation, the top level requirement code and its description, and the various sequence numbers under this requirement. Press <TAB> to move from one field to another. Press <RETURN> only when you're completely done.

The Kopy function also adds a record to the file by copying data from one record into a new one. Its purpose is to minimize data entry since it automatically copies information from a similar record. From here you simply change the few pieces of information that are different.

To use the Kopy function, press **K,** and when prompted, enter the new graduation year (class of) to create, and the year to copy it from

Changing A Record

To change a record, first display it with the **B, F** or **G** function code. Next, press **C** to activate the change function. Now, enter the required changes.

Deleting A Record

To delete a record, first display it with the B, F or G function code. Now, press D to delete the record and then confirm your intention.

2   MCRCRT

MCRCRT is an interactive program designed to identify those courses that meet a particular high school graduation requirement for a particular graduation year. It is activated when you enter **MCRCRT** at the system prompt. Here's what the screen looks like:

```
FY95 MCRCRT                                              02/04/99 17:51

                    MADERA   GRADUATION   REQUIREMENTS
                          CLASS  OF  1999


        CRS# DESCRIPTION                  CODES ...................
           4 ADVISORY 6                   D1 C2
          10 ASB ADVISORY                 C4
          22 OUTD SURV
          32 EXPLOR                       D1
          35 IDT 3                        A2
          61 ATTD AIDE                    C2
          62 COUNS AIDE                   E1
          69 TCHR AIDE                    C1
          88 RSP STUDY
          89 SDC STUDY                    A3
          95 EDUC MEDIA                   C2 D1
         101 ENGLISH I                    C5

     FUNC:
 A=Add C=Chg D=Drop E=Ext F=Find G=Get H=Hlp J=Jmp K=Kopy L=Last N=Next S=Srt
```

The topmost portion of the screen shows the fiscal year you're connected to (in this case, 1995) and the current date and time. Next is a data entry field where you specify the graduation year (in this case, CLASS OF 1999)

The middle portion shows the list of courses (CRS# and DESCRIPTION) and the graduation requirement codes that each course meet. The bottom portion shows three fields for communicating with the system:

1. the 1-character function field (FUNC), where you enter a code to tell the system what to do, for example, A for Add or D for Drop (see next section for more information)

2. the reference field, where you enter additional information to remove possible ambiguity, and

3. the status field, where system messages are displayed.

2.1 Function Codes

A function designates a specific type of activity, and a function code, which is usually the first letter of a function description, tells the system which particular function to perform. The following table shows the functions and function codes that are available in this program.

CODE	DESCRIPTION
A	Add a new record to the file
C	Change a specified record
D	Drop or delete a record from the file
E	Exit and close the window
F	Find a particular course number
G	Get (specify) another graduation year
H	Open the help tutorial
J	Jump to (run) another program
K	Copy information from a particular year to another
L	Scroll to the last (or previous) page
N	Scroll to the next page
S	Sort the records (by course number)

2.2 Online Help

Help is available anytime anywhere in the program by simply pressing the help key or <CTRL H>. There is also a comprehensive online help tutorial that you can activate by entering **H** at the function field.

2.3 Finding a course number

First be sure that the course number you're looking for is of the graduation year on display. If not, change the graduation year by pressing **G** and then enter the year.

To find a particular course number, scroll the list with the **L** and the **N** keys. **L** scrolls the list to the last (previous) page and **N** scrolls it to the next. You may also press the **F** key to find a specified course number. Just enter **F** followed by the course number for reference. The matching record will then show up atop the list.

2.4 Maintaining the database

The Add, Change and Drop functions are what you use to maintain the database. **A** adds a new record, **D** deletes a specified record, and **C** lets you change the record.

Adding A Record

The Add function allows you to add a record to the database. Just enter **A** and the system will append an empty row where you may enter the necessary information.

Note that since records are added at the very last row, the display list coincidentally goes out of sequence (by course number). To get them in sorted order, just press **S.**

The Kopy function also adds a record to the file by copying data from one record into a new one. Its purpose is to minimize data entry by letting you copy information from an existing one. After that you simply change the few pieces of information that are different using the Change and Drop functions.

To use the Kopy function, press **K.** When prompted, enter the year the year you want to copy from and the year you want to copy to.

NOTE: If you make a mistake and want to remove one particular year, use DFQUIZ.

Changing and deleting a record.

To change a record, enter **C** followed by the course number at the reference field. Then enter the required changes. (NOTE: You are only allowed to change the graduation requirement codes. If the course number is incorrect and thus has to be changed, you would have to delete the record and then add one with the correct course number.)

To delete a record, enter **D** followed by the course number for reference. Confirm your intention when prompted. (NOTE: You should delete a record only if it was entered by mistake.)

2.5 Jumping to (run) another program

 Without exiting MCRCRT and going out to the system prompt, you may run another program by simply entering **J** followed by the program name for reference. The new program now replaces MCRCRT.

3   SGHCRT

SGHCRT is an interactive program that lets you record marks earned by students for a particular requirement. It is activated when you enter **SGHCRT** at the system prompt. Here's what the screen looks like:

```
FY98 SGHCRT            DIGITRONICS HIGH SCHOOL          12/20/00  15:47
                     GRADUATION REQUIREMENTS HISTORY

   952826 ABARCA          YVETTE      M     F   03/17/1979       2000
   NUMBER LAST-NAME       FIRST-NAME MID   SEX    BIRTHDATE    CLASS-OF STS

        RQ DESCRIPTION                    DATE      MRK P/F HOW  SCHL
        A2 CRITCAL THINKING2000          01/26/1999  6   P   M   351
        A3 CRITICAL THINKING             09/10/1998  2   F   P   351
        A4 COMMUNICATION                 09/10/1998  5   P   P   351
        B3                               01/26/1999  5   F   P   351
        C1 READING                       01/01/1998  1   P   P   351
        C2 READING                       01/01/1998  5   P   P   351
        C3 READING                       12/01/1999  5   P   P   351
        C4 WRITING                       02/02/1999  1   F   P   351
        D1 KNOWLEDGE                     09/10/1998  3   F   P   351
        E1 INTERPRET AND EVALUATE        09/10/1998  3   F   P   351
        G1 INVESTIGAE VARIOUS CAREER     01/01/1999  4   P   P   351
        G2 DEMONSTRATE PRE-EMPLOYEMENT   01/26/1999  4   P   P   351
        I1 NONE OF THEST EXPECTIONS      02/01/1999  2   F   P   351


     FUNC:   REF:
   A=Add B=Bck C=Chg D=Drp E=Exit F=Fwd G=Get J=Jmp H=Hlp I=Inf M=Mass L=Last N=Nxt
```

The topmost portion of the screen shows the fiscal year you're connected to (in this case, 1995) and the current date and time. Next are fields that identify the student: ID number and name, sex, birth date, graduation year (CLASS OF) and the student's status (blank if currently active).

The middle portion shows the student's marks (MRK) for various requirements (RQ), whether the student has passed it or not (P/F), when the mark was processed (DATE), which program was used (HOW) and the school (SCHL). The bottom portion shows three fields for communicating with the system:

1. the function field (FUNC), where you enter a code to tell the system what to do, for example, A for Add or D for Drop (See next section for more information.)

2. the reference field, where you enter additional information to remove possible ambiguity, and

3. the status field, where system messages are displayed.

3.1 Function Codes

A function designates a specific type of activity, and a function code, which is usually the first letter of a function description, tells the system which particular function to perform. The following table shows the functions and function codes that are available in this program.

CODE	DESCRIPTION
A	Add a new record to the file
B	Browse backward through the file
C	Change a specified record
D	Drop or delete a record from the file
E	Exit and close the window
F	Forward browse through the file
G	Get (specify) another student
H	Open the help tutorial
I	Open the SGICRT screen (information only records)
J	Jump (or run) another program
L	Scroll to the previous page
N	Scroll to the next page
M	Mass Update screen to process records for many different students

In addition the following functions, familiar to those who have experienced the Student System, are also made available:

HS	Displays the student's CTBS test scores
CM	Displays official comments about the student
DS	Displays discipline information about the student
FN	Displays fines incurred by the student
HI	Displays the student's grade history
EM	Displays emergency information
EH	Displays enrollment history
PR	Displays proficiency test scores
SS	Displays current schedule
PS	Prior schedule

3.2 Online Help

Help is available anytime anywhere in the program by simply pressing the help key or <CTRL H>. There is also a comprehensive online help tutorial that you can activate by entering **H** at the function field.

3.3 Browsing the database

The Forward and Backward functions let you browse through the students in the database. **F** displays the next student on file while **B** displays the previous student. The Last and Next functions let you scroll the middle portion of the screen up and down. **L** scrolls to the last (previous) page while **N** scrolls to the next.

You may also directly display a particular student using the Get function. Just enter **G** and then identify the student either by ID number or by name. The records for that student, if found, will then be displayed.

3.4 Maintaining the database

The Add, Change and Drop functions are what you use to maintain the database. **A** adds a new record, **D** deletes a specified record, and **C** lets you change a specified record.

<u>Adding A Record</u>

First get the student onto the display screen using either the **B**, **F** or **G** function. Next, enter **A** to activate the Add function. Now, enter the requirement code, the effective date, and the student's mark. Press <TAB> to move from one field to another. Press <RETURN> only when you're completely done.

<u>Changing A Record</u>

First make sure that the mark that you want to change is on the display screen. If not, get the student and the mark onto the display screen using any of the browsing functions (**B, F, G, N, L**) or a combination thereof.

To change the record, enter **C** in the function code field, and in the reference field enter the graduation requirement code that you want to change. The cursor moves to the specified requirement. Enter the necessary changes.

<u>Deleting A Record</u>

To delete a record, first display it with the B, F or G function code. Now, press D to delete the record and then confirm your intention when prompted.

3.5 Mass Update Screen

Unlike the main screen of SGHCRT, where you deal with one student at a time, the mass update screen (function code **M**) lets you enter graduation requirement records for many different students. This is especially useful when you're working from a list. You simply copy the student number, requirement code and mark from the list to their respective places on the screen (NUMBER, AREA, MRK).

The system automatically fills in the student name and graduation year. Press <RETURN> only when you're finished or when you've filled all 15 rows. The system then updates the file.

```
 PLEASE ENTER THE STUDENT NUMBERS
 YOU WISH TO UPDATE:
    NUMBER   AREA   MRK NAME................... YEAR
  1 000128   A1      4  AGOSTO, GUILLERMO       1999
  2 000458   B1      5  MANCHERO, RAYMONDO      1998
  3 919106   D7      4  LUKSAMANA, JOSE B       2000
  4
  5
  6
  7
  8
  9
 10
 11
 12
 13
 14
 15

    PRESS <RETURN> WHEN FINISHED
   FUNCTION [    ]
```

3.6 SGICRT Screen - Information Only Records

```
FY98 SGHCRT          DIGITRONICS HIGH SCHOOL          12/21/00  1
                   GRADUATION REQUIREMENTS HISTORY
                          INFORMATION ONLY
          STUDENT NO: 952826      CLASS OF: 2000
          STUDENT NAME: ABARCA, YVETTE M
 RQ DESCRIPTION                       DATE      MRK SCHL HOW
 A2 CRITCAL THINKING2000           03/12/2000  9    351  P
 C3 READING                        11/27/2000  8    351  P












    FUNC:   REF:
          A=Add C=Chg D=Drop E=Exit H=Hlp L=Last N=Next
```

The screen shows graduation requirements non-quantitative grading information such as, for example, when a student refuses to participate in a particular program. These records are indicated with marks in the range 7 thru 9, where

> 7 - Student refuses to participate
>
> 8 - Mark indeterminate at this time
>
> 9 - Undefined

Any quantitative grading records shown (grading range 1 thru 6) are those that have been scanned through SGH02 but have marks not better than what the student had on record when scanned.

3.6.1 Function Codes

The bottom portion of the screen shows the various activities or functions that you can do while in this screen. These are:

  A - Add a new record to the file

  C - Change the highlighted record

  D - Drop or delete the highlighted record

  E - Exit and close the window

  H - Open the SGICRT help tutorial

L - Scroll up (Show the last page)

N - Scroll down (Show the next page)

3.6.2 Maintaining the SGICRT screen

Adding A Record.

To add a record, enter A and press <RETURN>. A new row is appended.

Enter the necessary information.

NOTE: You can only add new informational records if they have marks in the range 7 thru 9. All other marks must be scanned through SGH02 or entered in the main screen of SGHCRT.

Changing A Record

To change a given graduation requirement history record, first display that record on the screen. (You may use the N or L key to scroll the screen. Then do the following:

Enter C in the function field and the 2-digit graduation requirement code that you want to change in the reference field.

The specified code is now highlighted. Enter the changes.

Dropping or Deleting A Record

To delete a given graduation requirement history record, first display that record on the screen. (You may use the N or L key to scroll the screen. Now, do the following:

Enter D in the function field and the 2-digit graduation requirement code that you want to delete in the reference field.

The specified code is now highlighted and you are ask to confirm your intention.

Enter "Y" to confirm.

3.7 Display Windows Made Available From the Student System

The following are pop-up windows made available from the Student System. If you're not familiar with any of these windows, please refer to your SSEA user's manual.

- Function code **HS** - CTBS Test Scores:

```
        C T B S   T E S T I N G   S Y S T E M
SCHL GRD DATE TEST F/M LVL RDG MTH LNG SPL REF SOC SCI




                                    **              **
FUNCTION [    ]   Invalid FUNCTION-CODE
N=NXT L=LST CE=CRV RS=RAW SS=SCALED GE=GRADE PS=PER/ST
```

- Function code **CN** - Comments

```
   SCH    DATE    COD  COMMENT...............................
1[351 09/25/96 ATT  Total Abs 000 Total Tdy 000  YR  94-95  ]
2[351 06/06/97 LVE  STUDENT QUIT TO TEXAS                   ]
3[351 12/02/97 SCH  classes taken at alvord university      ]
4[                                                          ]
5[                                                          ]
6[                                                          ]
7[                                                          ]
8[                                                          ]
  FUNCTION [ ] LINE#[ ]  No More Records
  A=ADD   C=CHANGE   D=DROP   E=EXIT   L=LAST   N=NEXT   H=HELP
```

- Function code **DS** - Discipline information

```
     D I S C I P L I N E    R E C O R D S
                        TOTAL RECORDS        1
SCHL    DATE    TEACHER          GROUP
351   3/05/97   SGT. JAMES

EVENT     DESCRIPTION
DISTRB    Student created or caused a disturbance


ACTION    DESCRIPTION
AC        Student assigned to an adjustment class

          3/8,9  all day
ENTER FUNCTION        N=NEXT    L=LAST    E=END
```

- Function code **FN** - Fines

```
                    FINE MANAGEMENT SYSTEM
      SCH   DATE    DPT DESCRIPTION           ACTION
   1.351 10/06/95 LBR LIBR BOOK              paid in full
                     DUE:025.75 PAY:025.75

   2.351 10/06/95 LBR TEXTBOOK
                     DUE:073.23 PAY:

   3.351 10/06/95 LBR TEXTBOOK MATH
                     DUE:023.25 PAY:

   4.351 10/06/95 GYM LOST EQUIPMENT
                     DUE:123.25 PAY:

   5.351 03/12/95 LFN 351000830
                     DUE:005.00 PAY:005.00

   ENTER FUNCTION [    ]      No More Records
   A=ADD C=CHG D=DRP E=EXIT H=HLP L=LAST N=NEXT P=PRINT
```

- Function code **HI** - Grade History

```
              ***   GRADE HISTORY DISPLAY   ***
                                                    C W
   GR MO/YY SCH CRS#V COURSE TITLE       MARK  ATT   CMP  N/A  T H DPT
   09 06/95 351 0302 MATH II              B   05.0 05.0          MA
   09 06/95 351 0202 US HISTORY           A   05.0 05.0          SS
   09 01/95 351 1501 SPANISH 1A           B   05.0 05.0          FL
   09 01/95 351 1901 PE-FR SVY-A          B   05.0 05.0   X   U  PE
   09 01/95 351 1100 ENG IA               B   05.0 05.0       S  EN
   09 01/95 351 1443 LIFE SCI A           B   05.0 05.0       U  SC
   09 01/95 351 1351 MATH A/A             B   05.0 05.0       S  MA
   09 01/95 351 1078 TECHNOLOGY CORE      B   05.0 05.0   X   N  ND
         /
         /
         /

   ENTER FUNCTION [ ] (Exit, Last, Next)  No More Records
```

- Function code **EM** - Emergency Information

```
   EMERGENCY CONTACT       PHONE    EXT.      DOCTOR/HOSPITAL
   [                   ] [     ] [     ] [                         ]
   [                   ] [     ] [     ] [        ADDRESS          ]
   [                   ] [     ] [     ] [                         ]
                                   PHONE: [    ][        ] ZIP: [     ]
      NOTE 1 [                              ]
      NOTE 2 [                              ]
      DAY CARE PROVIDER        PHONE        DAY CARE ADDRESS
   [                   ] [    ][      ] [                        ]
      PICK-UP NAME            PHONE         SPECIAL EQUIPMENT
   [                   ] [    ][      ] [                     ]
      MEDICATION
   [                              ]  LAST UPDATE:
   ENTER FUNCTION [ ] C=Change  E=Exit
```

- Function code **EH** - Enrollment History

```
                    STUDENT  ENROLLMENT  HISTORY  LISTING
        YEAR   SCHOOL   GRADE     ENTER     E-CODE    LEAVE     L-CODE   CURRI
        1993    351        9     9/26/94     NE      9/28/94     CG
        1995    351       11     9/14/94     CG
        1995    351        9     9/30/94     CU      9/02/94     X
        1998    351       11     9/03/97                                   I




ENTER  FUNCTION  [  ]
                   N=NEXT   L=LAST   E=EXIT
```

- Function code **PR** - Proficiency Test Scores

```
    SCHL         PROFICIENCY  TESTING  SYSTEM
    351          P/F   ***  TEST   OBJECTIVES  ***
    MATH:          P
    READING:       P
    LANGUAGE:      F
    WRITTEN:       P


                    123456789.123456789.1234
    FUNCTION  [  ] Invalid FUNCTION-CODE
    E = EXIT
```

- Function code **SS** - Current Schedule

```
  SEC PER S COURSE-TITLE.TEACHER-NM.ROOM SEC PER S COURSE-TITLE.TEACHER-NM.ROOM
[    5]    Y SEE CNSLR     DR. SPICER    [     ]
[  13]1   S SDC LIFE SC- MR. AGUILARR-14[     ]
[ 114]1   F SPANISH 1A    DR. ECHEVERR-4 [     ]
[ 412]3   S TCHR AIDE     MR. CASTRO X205[     ]
[     ]                                  [     ]
[     ]                                  [     ]
[     ]                                  [     ]
[     ]
         SCHEDULE  FOR  YEAR 1995
PRESS RETURN TO CONTINUE
```

- Function code **PS** - Prior Schedule

```
        ***Schedule As Of***              ***Change Made By***
        February 11, 1999                      BURLEIGH
 SEC PER S COURSE-TITLE.TEACHER-NM.ROOM SEC PER S COURSE-TITLE.TEACHER-NM.ROOM
[     ]                                 [     ]
[ 123] 1 Y SDC ENG 2A   MRS. KRAS  P-21 [     ]
[2226] 2 S TCHR AIDE    DR. HILGEN 112  [     ]
[     ]                                 [     ]
[     ]                                 [     ]
[     ]                                 [     ]
[     ]
    FUNCTION                            Invalid Option
    B=BACKUP   E=EXIT F=FORWARD   G=GET  U=REASSIGN SECTIONS
```

4 Miscellaneous Application

This chapter briefly explains the various other executable programs that form the remainder of the Graduation Requirement Package.

4.1 SGH01 - Print Pre-slugged Scan Sheets

The first step in the scanning process, this program prints the turnaround pre-slugged scan sheets and creates a new **GIX** (scan sheet index) file. The program will ask you to specify the number of copies to print, the teachers or courses to produce the sheets for, the grading period, and whether or not to include passing marks. If you're producing sheets for specified courses, you must first create a file that contains the course numbers, one per line. Default file name: SGHCRS.TXT

Output is routed to the file named **SGH01.LST**, which you may later print on the scan sheet using an impact printer. Note: The first three pages of output, although containing no actual data, are very important. They are there to help you align the sheet with the printer head.

4.2 SGH02 - Read Bubble Marks on Scan Sheets

The second of three steps in the scanning process, this program can be run on either test or production basis. On a test basis, only action log is produced and displayed, no file gets updated. The program reads the scan sheets and processes the bubble marks on it and on a production run, updates the students graduation requirements history (**SGH**). In addition it maps the bubble marks onto the corresponding **GIX** record for use later by the validation program **SGH03**.

The program pauses to inform you when a sheet is invalid (not for the school he/she is connected to) or if it could not properly read the pre-slugged bubbles.

The program creates **SGI** (non-quantitative informational only) record when bubble mark is on positions 7 through 9 or when the mark entered is below that of an existing record.

4.3 SGH03 - Scanning Verification Report

The last of three steps in the scanning process, this program prints the result of the latest scanning. It shows the students name and number, the graduation requirement, and the position on the scan sheet of the bubble representing the student's mark, thus allowing visual verification of the scanning process. (The letter 'X' designates a bubble).

The program gives you the option to produce the report for all teachers or for a specified teacher.

```
02/15/99              DIGITRONICS UNIFIED SCHOOL DISTRICT          SGH03
 16:43                  MARK SCANNING VERIFICATION REPORT            PAGE    2

 SCHOOL: DIGITRONICS HIGH SCHOOL
 TEACHER: MR. KIMBERLY
 PAGE:    2
 COURSE TITLE: WRLD HIST A
 COURSE NUMBER: 3200
 PERIOD:  1
 SECTION:   1204


LINE  STU#   STUDENT-NAME             GRAD-REQ    LVL    1 2 3 4 5 6 7 8 9 0
----------------------------------------------------------------------------

  1    1172 FEKAY, DANNY              D03                         X
  2    1172 FEKAY, DANNY              D04          3                X
  3    2317 BELL, STEPHANIE A         D03                            X
  4    2317 BELL, STEPHANIE A         D04                     X
  5    2324 PHYE, KIMBERLY R          D03          4           X
  6    2324 PHYE, KIMBERLY R          D04
  7   11393 HINDU, EDUARDO N          D03                         X
  8   11393 HINDU, EDUARDO N          D04          5                X
  9   20062 HERNANDEZ, MAYRA          D03                       X
 10   20062 HERNANDEZ, MAYRA          D04          5
 11   20263 VEGA, JUAN                D03                         X
 12   20263 VEGA, JUAN                D04          5
 13   21300 CASILLAS, KAREM           D03          3             X
 14   21300 CASILLAS, KAREM           D04
 15   21307 AGUILAR, YOLANDA          D03          5
 16   21307 AGUILAR, YOLANDA          D04                           X
 17   21414 MARQUEZ, ANGELA L         D03                       X
 18   21414 MARQUEZ, ANGELA L         D04          3           X
 19   21479 NUNEZ, MICHAEL            D03
 20   21479 NUNEZ, MICHAEL            D04          3
 21   21484 ORDAZ, FRANK              D03          2             X
 22   21484 ORDAZ, FRANK              D04
 23  870581 ALCALA, LAURA             D03          5
 24  870581 ALCALA, LAURA             D04                           X
 25  870634 BARAJAS, EDGAR            D03          4
 26  870634 BARAJAS, EDGAR            D04          3
 27  871131 PENA, JUNIOR B            D03                          X
 28  871131 PENA, JUNIOR B            D04                           X
 29  871162 MUNOZ, JUANA A            D03                         X
 30  871162 MUNOZ, JUANA A            D04                          X
 31  880246 PEREZ, MARCELA            D03                       X
 32  880246 PEREZ, MARCELA            D04
 33  918330 AYALA, VALERIA P          D03
 34  918330 AYALA, VALERIA P          D04
 35  945713 BERG, CHRISTY A           D03
```

4.4 SGH06 - Evaluation Report

This program prints graduation requirements for a particular year of graduation (class of) and whether or not the student has been evaluated for them.

The program will prompt you for the graduation year (class of) and the students, which you may specify by their counselor number, advisor number, student numbers, special education code, LESFES code or their migrant education code.

```
 09/23/1999             DIGITRONICS HIGH SCHOOL                            SGH06
 08:48        GRADUATION REQUIREMENTS: CLASS OF 2000             PAGE    2
                       EVALUATION REPORT

ADVISOR: 080 MR. D'ALESSIO                    LEGEND: P - PASSED
                                                      F - FAILED


NUMBER  NAME


935593  PEREZ, MARIO           BORN: 06/15/79
        A1                A2                A3                A4
        B1                B2                B3                B4
        C1                C2 P 09/30/1998   C3                C4
        C5                D1                D2                D3 P 11/01/1998
        D4                D5                D6                D7
        E1                F1                F2                G1

913111  ROMAN, AMOR            BORN: 04/21/79
        A1                A2                A3                A4
        B1                B2                B3                B4
        C1                C2                C3 F 11/01/1998   C4
        C5                D1                D2                D3
        D4                D5                D6                D7
        E1                F1                F2                G1

48834   RUBA, MARK            BORN: 10/13/79
        A1 P 10/05/1998   A2                A3                A4
        B1 P 10/05/1998   B2                B3                B4
        C1 P 10/05/1998   C2                C3                C4
        C5                D1                D2                D3
        D4                D5                D6                D7
        E1                F1                F2                G1

543444  RUVALOY, DINO         BORN: 11/12/79
        A1 P 10/05/1998   A2                A3                A4
        B1 P 10/05/1998   B2                B3                B4
        C1 P 10/05/1998   C2                C3                C4
        C5                D1 P 10/05/1998   D2                D3
        D4                D5                D6                D7
        E1                F1                F2                G1
```

4.5 SGH07 - Report to Parents

This program prints a student's graduation requirements letter addressed to parents. The letter is designed to fit into a size 10 windowed envelope. The top half of the report shows the body of the letter. (**NOTE:** You must already have written this in a text file when you run this program.) The bottom half of the report shows the various graduation requirements, the date when the student was tested for them, and whether or not the student passed.

The program will prompt you for the name of the file that contains the body of the letter, the graduation year (class of) and the students, which you may specify by their counselor number, advisor number, student numbers, special education code, LESFES code, or their migrant education code.

```
        DIGITRONICS HIGH SCHOOL                DIGITRONICS UNIFIED SCHOOL DISTR
        111 SOUTH ANYWHERE S                   KENNETH BURLEIGH, SUPERINTENDENT
        LOS ANGELES 92111
        MR. BURLEIGH, PRINCIPAL

        January 15, 1999



        TO THE PARENTS OF
        ABARCA, YVETTE M
        1982 WRIGHT ST
        POMONA, CA 91766




This is the body of the letter addressed to the parents. This comes
from a file that you must set up before running this program.
The program prints graduation requirements


                  SINCERELY,


                  MR. BURLEIGH, PRINCIPAL



          GRADUATION REQUIREMENTS - CLASS OF 1998
---------------------------------------------------------------
                                        PASSED    DATE TESTED
MATH
    A1  - NUMBERS: USE1999               NO       12/04/1998
    A2  - CRITCAL THINKING1999           YES      09/10/1998
    A3  - CRITICAL THINKING              NO       09/10/1998
    A4  - COMMUNICATION                  YES      09/10/1998
```

4.6 SGH08 - Graduation Requirements Record

This program prints a student's graduation requirement record, similar to what is shown on the CRT screen SGHCRT. The program is invoked by typing SGH08 at the system prompt followed by the student number as argument.

```
10/24/2000          DIGITRONICS HIGH SCHOOL                        SGH08
12:40            GRADUATION REQUIREMENTS RECORD                   PAGE   1

--------------------------------------------------------------------------------

   914141  JAIME PALOMERA          M     12/31/89    1999
                                                                    _____

   NUMBER   STUDENT NAME          SEX   BIRTHDATE   CLASS OF    STATUS

   RQ   DESCRIPTION                     EFF DATE    MRK   P/F   SCH  HOW INPUT

   A1   NUMBERS: USE2000                12/04/1998   4     P    351  SCREEN
   A2   CRITCAL THINKING2000            01/26/1999   2     F    351  MASS INP
   B1   LIFE SCIENCE                    02/24/1999   1     F    351  SCREEN
   C2   READING                         03/05/1978   3     F    351  SCREEN
   D1   KNOWLEDGE                       03/13/1997   3     F    351  SCREEN
   D7   CIVIC UNDERSTANDING AND VALUES  02/11/1999   5     P    351  MASS INP
   H1   UNDERSTAND BASIC CONSUMER SKILLS 02/01/1999  2     F    351  SCREEN
```

4–15

4.7 SGH10 - Check Off List of SGH01

This program prints a report showing the scan sheet pages produced by the program SGH01 and the teacher they are addressed to, arranged by teacher number order. The report tells us which scan sheets have been delivered and which have come back for processing.

```
 05/19/99             MADERA HIGH SCHOOL                        SGH10
 09:53      CHECK-OFF LIST OF SGH01 SHEETS BY TEACHER           PAGE     1

 PAGE   PERIOD   SEC#   COURSE
------------------------------------------------------------------------

TEACHER:   2 ADAMS D
    1     5        573  1520 US HISTORY
    2     6        681  1500 WORLD HISTORY
    3     6        681  1500 WORLD HISTORY
    4     6        681  1500 WORLD HISTORY

TEACHER:  10 ALBERTSON K
    5     2       1227  8412 OPP MATH
    6     2       1227  8412 OPP MATH
    7     3       1325  8410 OPP ENGLISH
    8     3       1325  8410 OPP ENGLISH

TEACHER:  18 BAKER A
    9     3        373  3025 BIL BIOLOGY I

TEACHER:  24 BARKS M
   10     3        379  1024 ENGLISH II
   11     3        379  1024 ENGLISH II
   12     3        379  1024 ENGLISH II

TEACHER:  34 BEAKES A
   13     2        282  1500 WORLD HISTORY
   14     2        282  1500 WORLD HISTORY
   15     2        282  1500 WORLD HISTORY

TEACHER:  42 BENNETT K
   16     1       1126  8021 SDC ENGLISH
   17     2       1233  8021 SDC ENGLISH
   18     2       1233  8021 SDC ENGLISH
   19     3       1332  8021 SDC ENGLISH
   20     3       1332  8021 SDC ENGLISH

TEACHER:  48 BERRY W
   21     2        291  2017 P MATH B
   22     2        291  2017 P MATH B
   23     2        291  2017 P MATH B
   24     3        386  2042 TRIG-ANL GEO
   25     4        457  2017 P MATH B
   26     4        457  2017 P MATH B

TEACHER:  50 BISHOP D
   27     0          3  7006 LATIN-JAZZ BAND
   28     2        285  7002 CONCERT CHOIR
   29     2       1214  7025 PERCUSSION
```

4.8 SGH13 - Graduation Requirements History Listing

This program prints a report showing student performance (mark) against the district's graduation requirements.

The program allows you to select the teachers, the courses and the student's grade level to produce the report for, and whether to include only passing marks.

```
0/24/00                         DIGITRONICS HIGH SCHOOL                    SGH13
12:05                       GRADUATION REQUIREMENTS HISTORY                PAGE    1
TEACHER:  2 DR. SPICER
SECTION:   5  CREDIT: 05.00
COURSE : 1023  SEE CNSLR
PERIOD:

STU#    NAME              GRADUATION REQUIREMENTS HISTORY
--------------------------------------------------------------------------------

 20202   ABUNDIS, JUAN         D1=6  D4=5

899432   ABUNDIS, OLGA         D1=4  D4=5

 21307   AGUILAR, YOLANDA    D3=   D4=

870581   ALCALA, LAURA         D3=   D4=

918330   AYALA, VALERIA P     D3=   D4=

 2317   BELL, STEPHANIE A     D3=   D4=

945713   BERG, CHRISTY A      D3=   D4=

 21300   CASILLAS, KAREM      D3=   D4=

 1172   FEKAY, DANNY          D3=   D4=3

 20062   HERNANDEZ, MAYRA    D3=   D4=

 11393   HINDU, EDUARDO N     D3=   D4=

 21414   MARQUEZ, ANGELA L   D3=   D4=
```

4.9 SGH15. Consolidation of Graduation Requirements Codes

This program is for Data Processing personnel only and can be run on either test or production basis. Only action log is produced when run on a test basis, no file update (i.e., add, change, delete). NOTE: You must back up all files (SGH, MCR, MGD, SGI, SGC) before you run this program.

The program is used to remove a graduation requirements code or consolidate it with another. The program will prompt you to specify the FROM code (that which will be removed) and the destination TO code, if a consolidation.

If the destination (TO) code is specified then

>	a) if there is no SGH or SGI record for that destination (TO) code a new one is created from the original SGH or SGI (FROM) code

>	b) for the SGH: if the SGH record for that destination (TO) code is found and has a mark lower than the original SGH record (FROM code) data from the original SGH replaces it

The program removes the original (FROM) code from the SGH, SGI, MCR and MGD files. It also creates SGC records for each deleted or changed SGH. Here's a sample log:

```
Processing Student grading records
C02 -  Found for STU# 000128 Changing mark from 04 to 05
Created SGC for STU# 000128 - C02 Update code = C
Dropped SGH for 000128 - B03 Mark = 05
Created SGC for STU# 000128 - B03 Update code = D
C02 - SGH Not found for STU# 020202 Changed Key from B03 To C02
Created SGC for STU# 020202 - B03 Update code = D
C02 - SGH Not found for STU# 870520 Changed Key from B03 To C02
Created SGC for STU# 870520 - B03 Update code = D
C02 - SGH Not found for STU# 924806 Changed Key from B03 To C02
Created SGC for STU# 924806 - B03 Update code = D
C02 -  Found for STU# 952826 Mark retained = 05
Dropped SGH for 952826 - B03 Mark = 05
Created SGC for STU# 952826 - B03 Update code = D

SGH records read =   174
SGH records changed =      3
SGH records dropped =      2
SGI records changed =      0
SGI records dropped =      0

Processing MCR records: Removing B03 from
Class Crs# Codes...................................
1998  0400 AAABBCCCDDDEFAA    020204010202030405060701010203000000000000
2000  0400 AAACCCDDDEFAA      010204020304050607010102030000000000000000
2001  0312                    000000000000000000000000000000000000000000
2001  1403                    000000000000000000000000000000000000000000

MCR records read =   223
MCR records changed =      4

Processing MGD records: Removing B03 from
Class Req  Numbers.................................
1998  B    010204000000000000000000000000000000000000000000000000000000
1999  B    010204000000000000000000000000000000000000000000000000000000
```

4.10 LISTMCR - Graduation Requirements Course Listing

This program prints a list showing the graduation requirements codes for each course for a particular graduation year (class of).

```
08/11/99    DIGITRONICS UNIFIED SCHOOL DISTRICT          LISTMCR
12:24    GRADUATION REQUIREMENTS: CLASS OF 2002            PAGE    1


 CRS# COURSE-NAME        GRADUATION REQUIREMENTS CODES...........
 --------------------------------------------------------------------------------------------------

 0004 ADVISORY 6         E01
 0103 LANG ARTS 6        D02 D04
 0137 ENG I SE           F02
 0213 SOC SCI/PL         B02 C02 D02 E01 F01
 0229 US HIS AN          E01
 0266 US HIST-PL         C01
 0330 MATH 6 SE          A02
 0388 RSP MATH           A01
 0400 SCI/HE 6           D02
 0415 SCI IA-HP          C02
 0621 DIS PHOTOG         D02
 0723 TYP-ADV            D03
 0760 FOODS              D04
 1023 SEE CNSLR          D01
 1139 E.L.L. 4A          D02 D04
 1184 SDC ENG 2A         D02
```

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