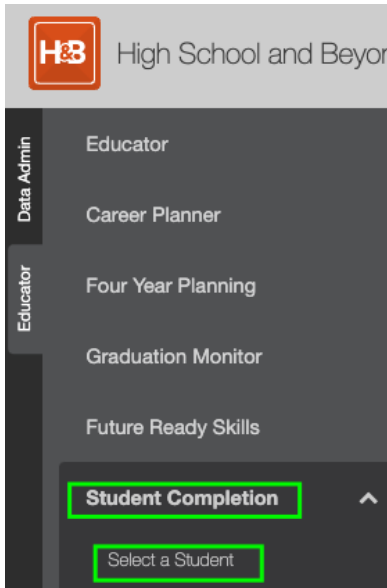


## How to Substitute/Waive Credits

For the Substitute/Waive students' credits, we will need to go to the student's Four-Year Plan.

To begin, log into [https://\[yourDISTRICT\].schooldata.net/v2/high-school-and-beyond/#/educator](https://[yourDISTRICT].schooldata.net/v2/high-school-and-beyond/#/educator)

Go to **Student Completion** >> **Select a Student** in the left-hand navigation.




Search for the student in question.

First Name (optional) <input type="text" value="Abrianna"/>	Last Name (optional) <input type="text" value="Loveless"/>
Schools (optional) ..... <a href="#">Select</a> <input type="text"/>	Grade Levels (optional) ..... <a href="#">Select</a> <input type="text"/>
Enrollment School Year (required) ..... <a href="#">Select</a> <input type="text" value="Currently Enrolled x"/>	SSID (optional) <input type="text"/>
Student Group (optional) ..... <a href="#">Select</a> <input type="text"/>	Other Id (optional) <input type="text"/>

[Search](#)

Click on the **Magnifying Glass** to the left of the student's name to spotlight them.

HSB Educator Student Completion Sea

	First Name	Last Name
	Abrianna	Loveless*

1 - 1 of 1

Click the tab, **Four Year Plans >> Schedule**.

## Completion: Abrianna Loveless\* - 9th Grader - 2024

High School and Beyond ▾

Career Planner ▾

**Four Year Plan ▾**

Graduate

High School and Beyond  
Tasks

Summary

Details

**Schedule**

Click: **Manage Plan** in the top right corner.

Back Next Student

**Manage Plan**

Click Tab: **Credits >> Substitutions/Waivers**

### BUILD FOUR YEAR PLAN

## Abrianna Loveless\*: Testing Waivers

Details

**Credits ▾**

Assessments

Non Credit

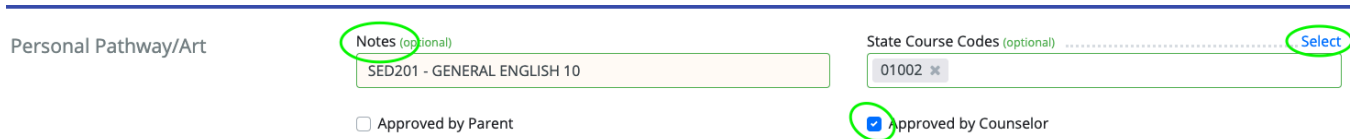
Schedule

**Credit Waivers**

**Substitutions/Waivers**

In this example, the student wants to substitute an Art credit.

Here, we can see we have a couple of things to fill out:



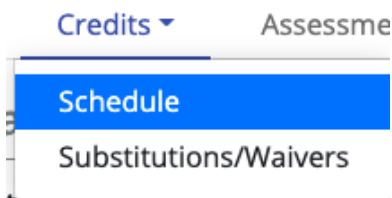
**Notes:** Here, you can write the course that the student is taking in place of Art (or whatever information you deem important)

**State Course Codes:** This is where you will select the Course Code of the course the student is taking in place of their Art credit. Ultimately, after the Course Code is selected, this will display the Course Code's state.

**Box for Approved by Counselor:** This box **MUST** be checked off to approve the selection.

After you have entered your Notes, Course Codes, and checked off the “Approved by Counselor” button, you will **save** your edits in the top right corner.

We need to add that Course Code to the student's Four-Year Plan. Click on the “**Credits**” tab and select “**Schedule**.”



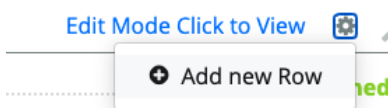
If there is an “Art” subject for the student to select a course for, the student can ignore that (since they do not plan to take Art), and they can “**Add a New Row**.”

To Add a New Row, we need to click on the blue “**View Mode Click to Edit**” to the right of their plan.

10th Grade - 2021/22 Stevens High School ▾

[View Mode Click to Edit](#)

We can then click “**Add New Row**.” Doing so will add an **Elective row** at the bottom of that grade level for us to select the new Course Code.



10th Grade - 2021/22 Stevens High School

Semester 1 of 2

- 1. WORLD LANGUAGE
- 2. ENGLISH/LANGUAGE ARTS
- 3. ALGEBRA A 101 - Algebra I-Part 1
- 4. BIOLOGY 101 - Biology
- 5. UNITED STATES HISTORY 101 - Modern U.S. History
- 6. TEAM SPORTS 101 - Team Sports
- 7. GENERAL ENGLISH 10- 119 - English/Language Arts II (10th grade)

If a row is added by accident, simply hover over the row number to display the **trash icon**, and then click on the icon to remove the row.

Delete Row

choose alternate course

**USER ELECTIVE**

choose course

To verify the change, click the **Graduation Monitor** tab and select “**Graduation Monitor Details.**”

BUILD FOUR YEAR PLAN

Abrianna Loveless\*: Testing Waivers

- Details
- Credits
- Assessments
- Non Credits
- Graduation Pathway
- Post Secondary Planning
- Graduation Monitor**

- Graduation Monitor
- Graduation Summary
- Graduation Monitor Details**

Expand **Art Credit**. Now we can see the Art subject contains the English Course we selected in the Waivers/Substitutions section.

<b>Art Credit</b>	2	0	0	0
Details (3 records) Ordered				
Completion Status	School	Course	Term	State Code
Planned	2022	SED201 - GENERAL ENGLISH 1...		01002