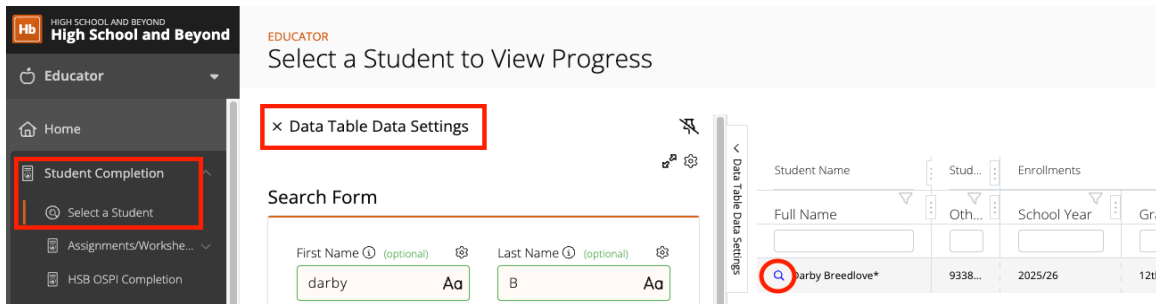
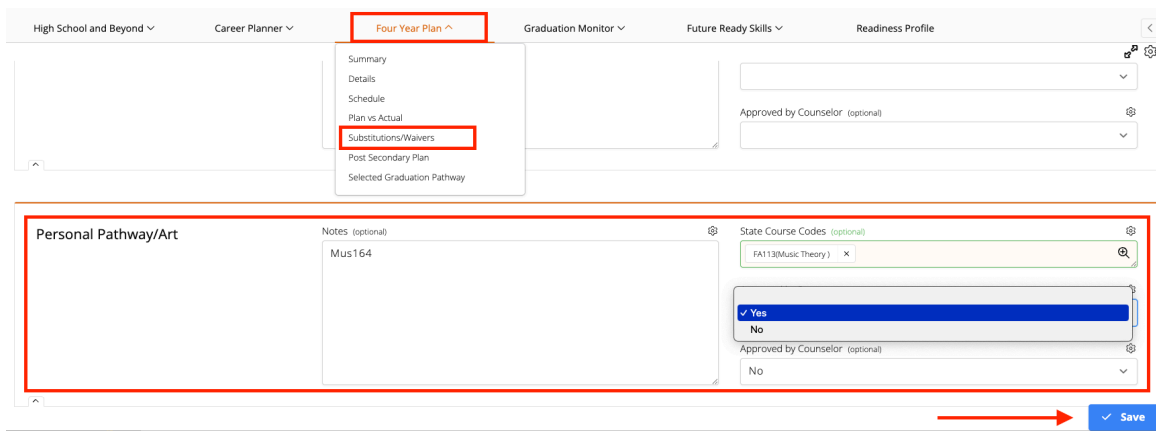
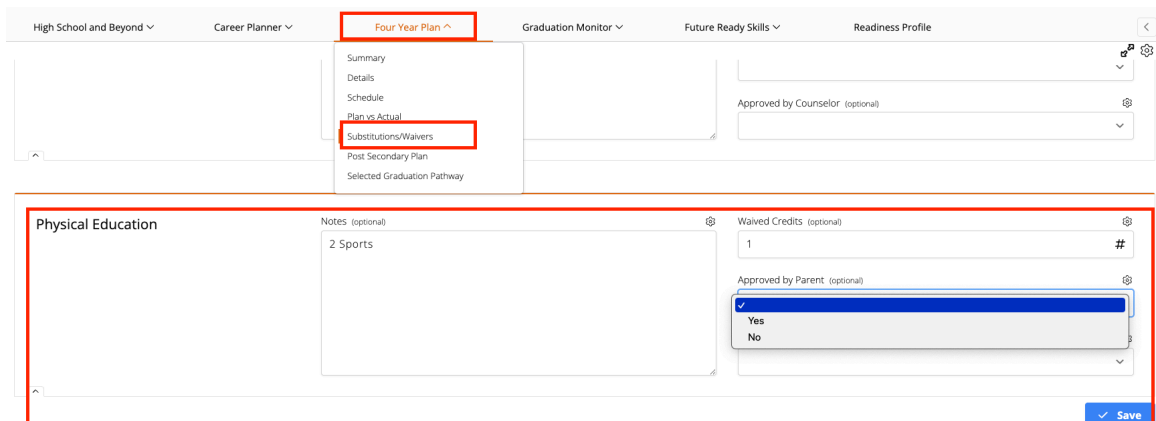


How to Substitute/Waive Credits CONNECT

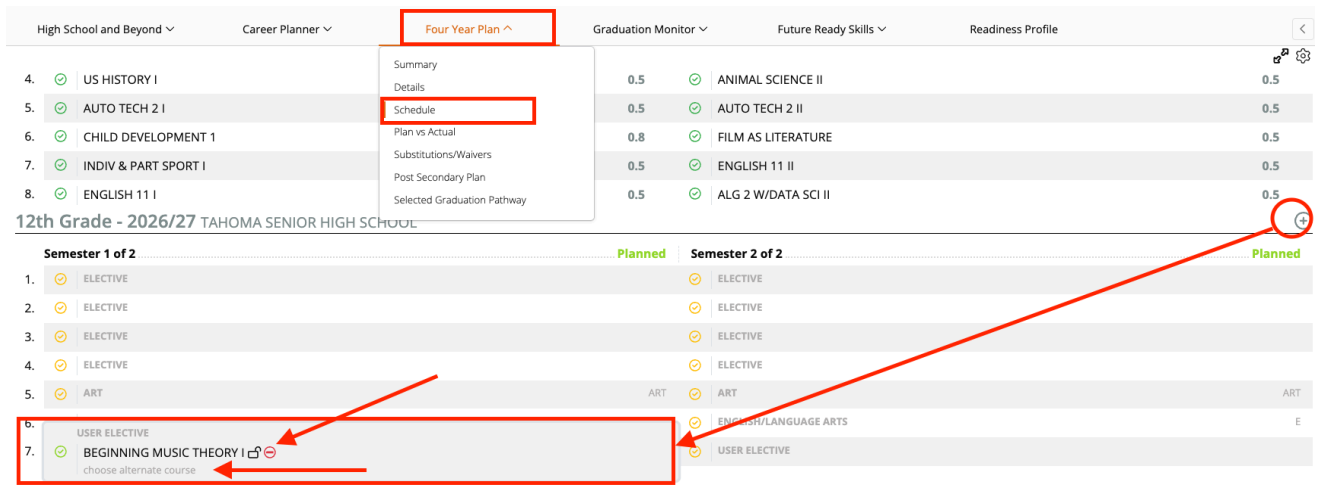
1. In the **High School and Beyond** application, start under **Student Completion** in the left navigation menu and choose **Select a Student**.
2. Use the **Data Table Data Settings** to search for the student in question; the results will be reflected in the data table to the right.
3. Click the **magnifying glass** to the left of the student's name to spotlight them.



4. Click the **Four-Year Plan** tab of the **Student Progress towards Graduation** page and choose **Substitutions/Waivers**.

- **Notes:** Fill in the course that the student is taking in substitution, or other information deemed necessary if the student is waiving the credit.
 - **State Course Codes:** Select the Course Code of the course the student is substituting.
 - **Waived Credits:** Fill in the amount of waived credits numerically.
 - **Approved by Parent:** Select Yes or No from the dropdown menu.
 - **Approved by Counselor:** Select Yes or No from the dropdown menu.
5. Click **Save**.
 6. Click the **Four-Year Plan tab** and select **Schedule** to add the course code to the student's schedule.
 7. If a student has a subject to select a course for, they can ignore it since they do not plan to take the course, and can add a new row instead. Do so by clicking the **“+” icon** in the top right corner.
 8. A new **User Elective row** will be added to the bottom of the schedule. Click the **Elective** to choose the **course**, and select the **checkbox** next to the desired course.
 - To remove a course, click the **“-” icon** to the right.



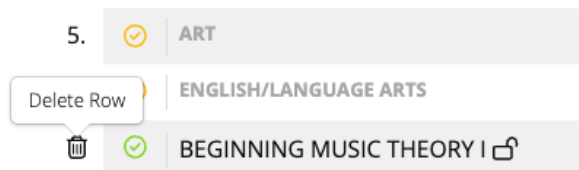
High School and Beyond ▾ Career Planner ▾ **Four Year Plan ^** Graduation Monitor ▾ Future Ready Skills ▾ Readiness Profile

4.	<input checked="" type="checkbox"/> US HISTORY I	0.5	<input checked="" type="checkbox"/> ANIMAL SCIENCE II	0.5
5.	<input checked="" type="checkbox"/> AUTO TECH 2 I	0.5	<input checked="" type="checkbox"/> AUTO TECH 2 II	0.5
6.	<input checked="" type="checkbox"/> CHILD DEVELOPMENT 1	0.8	<input checked="" type="checkbox"/> FILM AS LITERATURE	0.5
7.	<input checked="" type="checkbox"/> INDIV & PART SPORT I	0.5	<input checked="" type="checkbox"/> ENGLISH 11 II	0.5
8.	<input checked="" type="checkbox"/> ENGLISH 11 I	0.5	<input checked="" type="checkbox"/> ALG 2 W/DATA SCI II	0.5

12th Grade - 2026/27 TAHOMA SENIOR HIGH SCHOOL

Semester 1 of 2		Planned	Semester 2 of 2		Planned
1.	<input checked="" type="checkbox"/> ELECTIVE		<input checked="" type="checkbox"/> ELECTIVE		
2.	<input checked="" type="checkbox"/> ELECTIVE		<input checked="" type="checkbox"/> ELECTIVE		
3.	<input checked="" type="checkbox"/> ELECTIVE		<input checked="" type="checkbox"/> ELECTIVE		
4.	<input checked="" type="checkbox"/> ELECTIVE		<input checked="" type="checkbox"/> ELECTIVE		
5.	<input checked="" type="checkbox"/> ART		<input checked="" type="checkbox"/> ART		ART
6.	<input checked="" type="checkbox"/> USER ELECTIVE		<input checked="" type="checkbox"/> ENGLISH/LANGUAGE ARTS		E
7.	<input checked="" type="checkbox"/> BEGINNING MUSIC THEORY I <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> USER ELECTIVE		

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



5. ART

Delete Row ENGLISH/LANGUAGE ARTS

BEGINNING MUSIC THEORY I

10. To **verify** the change, click the **Graduation Monitor** tab and select **Graduation Monitor Details**.
11. Expand the requirement by clicking the **arrow** to the far left. The subject should contain the new substitution/waiver selection.

High School and Beyond ▾ Career Planner ▾ Four Year Plan ▾ **Graduation Monitor ^** Future Ready Skills ▾ Readiness Profile

Ordered

Graduation Tracker Student Requirement Evidence

Requirement	Required	Earned	Completed	Man...	Status	Requirement Type	Reporting Type
Art Credit	2	1	1	0			
Completion Status	School	Course	Term	State Code	CIP Code	Period	Teacher
Completed	TAHOMA SENIOR HIGH SC...	ART100/06 - Art Essentials	S1	05154		P. 6	Mast, Benjamin
Completed	TAHOMA SENIOR HIGH SC...	ART210/04 - Drawing	S2	05156		P. 2	Brannon, Shannon
Planned		MUS164 - BEGINNING MU...		05113			

Graduation Monitor ^

- Graduation Summary
- Graduation Monitor Details**
- Assign Earned Credits to Graduation Requirements
- View Credits by Subject
- Dual Credit Courses
- Intervention Plans
- Credit by Grade Level
- Special Education

High School and Beyond ▾ Career Planner ▾ Four Year Plan ▾ **Graduation Monitor ^** Future Ready Skills ▾ Readiness Profile

Ordered

Graduation Tracker Student Requirement Evidence

Requirement	Required	Earned	Completed	Man...	Status	Requirement Type	Reporting Type
Health and Fitness Credit	2	1	1	0			
Completion Status	School	Course	Term	State Code	CIP Code	Period	T. Earned
Completed	TAHOMA SENIOR HIGH SC...	PED158/05 - Found HthvFR I	S1	08052		P. 2	L... 0.5
Completed	TAHOMA SENIOR HIGH SC...	PED102/09 - Team Sports	S1	08001		P. 7	S... 0.5
Waived		Waiver					1

Graduation Monitor ^

- Graduation Summary
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