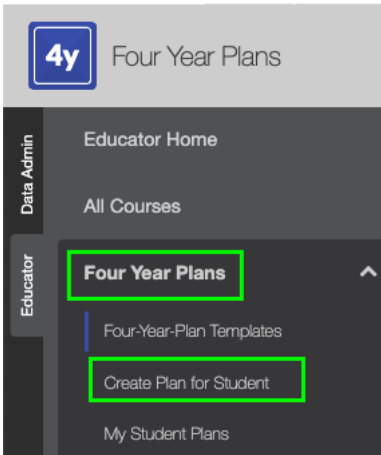


Building a Four-Year Plan V2

Click **Create New Four-Year Plan for Student** from the left navigation menu.



Fill out all Required fields.

BUILD FOUR YEAR PLAN
Create New Plan Undo Save

Details

Name of Plan <small>(required)</small> <input type="text" value="Sample"/>	Student <small>(required)</small> Select <input type="text" value="testy 12 x"/>
Career Cluster <small>(required)</small> Select <input type="text" value="Education and Training x"/>	Career Preference #1 <small>(optional)</small> <input type="text" value="Select List - allows you to SELECT a Career from a list in Career Pr"/>
Career Preference #2 <small>(optional)</small> Select <input type="text" value="Computer Engineers x"/>	Four Year Plan Template <small>(required)</small> Select <input type="text" value="Four Year Colleges (2022) x"/>
Student Notes <small>(optional)</small> <input type="text" value="Notes from the student"/>	Educator Notes <small>(optional)</small> <input type="text" value="Notes for an Educator"/>
Post Secondary Plan <small>(required)</small> Select <input type="text" value="Four-Year University x"/>	Graduation Pathway <small>(required)</small> Select <input type="text" value="SAT or ACT scores on ELA and/or Math x"/>

- **Name of Plan** (required): A Title or Name of a Plan you will remember.
- **Name of Student** (required)
- **Career Cluster** (required): Select one of the Career Cluster options from the drop-down menu.
- **Career Preference #1** (optional):
 - SELECT means you can select one of the options for Career Preference #2.
 - TEXT means you can type in a Career in Career Preference #2.
- **Career Preference #2** (optional): SELECT a Career or type from the drop-down menu or type one using TEXT Input, depending on your Career Preference #1 selection.
- **Four-Year Plan Template** (required): Select the Template you'd like to use to build your plan from the drop-down menu.

- **Student Notes** (optional): Student-written notes to educators.
- **Educator Notes** (optional): Educator-written notes to the student.
- **Post Secondary Plan** (required): Select one of the options from the drop-down menu for what they'd like to do post-high school.
- **Graduation Pathway**: Select the pathway the student wants to graduate from the drop-down menu.

Click **Save** when finished.

Schedule

Now add **courses** to the Four-Year Plan (**IMPORTANT! You will only fill out Future Years. Student Completed and Scheduled courses will populate automatically**). The schedule includes completed (past) and scheduled (current) courses. It also suggests courses for planned (future) grades/years.

BUILD FOUR YEAR PLAN | Plan Name: John Smith's Plan | [Cancel](#) [Next](#)

Details | Credits | Assessments | Non Credits | Graduation Pathway | Post Secondary Planning | Graduation Monitor

11th Grade - 2021/22 West Valley High School

Semester 1 of 2		Scheduled	Semester 2 of 2		Scheduled
1.	ART & DESIGN 101 - Visual Arts-Comprehensive	0.25	1.	UNITED STATES HISTORY 102 - Modern U.S. History	0.25
2.	JUNIOR ENGLISH 301 - English/Language Arts III (11th grade)	0.25	2.	PHOTO AND DESIGN - Introduction to Communication	0.25
3.	HORTICULTURE SCIENCE 101 - Horticultural Science	0.25	3.	HORTICULTURE SCIENCE 102 - Horticultural Science	0.25
4.	GEOM A 202 - Geometry	0.25	4.	GEOMETRY A 203 - Geometry	0.25
5.	UNITED STATES HISTORY 101 - Modern U.S. History	0.25	5.	SCIENCE FICTION IN LITERATURE - Literature of a Genre	0.25
6.	SELF DETERMINATION 122 CK - Tutorial	0.25	6.	SELF DETERMINATION 222 CK - Tutorial	0.25
7.	RAM STRONG 201 - Career Exploration	0.125	7.	RAM STRONG 202 - Career Exploration	0.125

12th Grade - 2022/23 West Valley High School | [View Mode](#) [Click to Edit](#)

Semester 1 of 2		Planned	Semester 2 of 2		Planned
1.	ELECTIVE		1.	ELECTIVE	
2.	ELECTIVE		2.	ELECTIVE	
3.	ELECTIVE		3.	ELECTIVE	
4.	ELECTIVE		4.	ELECTIVE	
5.	ART	ART	5.	ART	ART
6.	ENGLISH/LANGUAGE ARTS	E	6.	ENGLISH/LANGUAGE ARTS	E

Click **View Mode**. Click on **Edit** to change the courses for a planned year.

11th Grade - 2026/27 Bayou Vista High School | [View Mode](#) [Click to Edit](#)

To add courses, hover over one of the Orange Graduation Requirements and click **Choose Course**.

10th Grade - 2022/23 Tahoma Senior High School | [View Mode](#) [Click to Edit](#)

Semester 1 of 2		Planned	Semester 2 of 2		Planned
1.	GEOMETRY (S1)		1.	GEOMETRY (S2)	
2.	ENGLISH 10 (S1)		2.	ENGLISH 10 (S2)	
3.	SOCIAL STUDIES	US, WH, CV, SSE	3.	PHYSICAL SCIENCE WITH EARTH SYSTEMS (S2)	
4.	choose course		4.	ELECTIVE	
5.	ELECTIVE		5.	HEALTH AND FITNESS	H, F
6.	ELECTIVE		6.	ELECTIVE	
7.	ELECTIVE		7.	ELECTIVE	
8.	ELECTIVE		8.	ELECTIVE	

The list of courses that appear will be **filtered** to the student's **Grade Level, Graduation Requirement, and School**. To **add a course**, click the checkmark to its left.

Courses

School Year	Grade Level	School	Your School		
2022/23	10th Grade				
Select (463 records) Filtered Ordered					
F	Course Code	Grad. Req.	Description	My Career Cluster	Career Cluster(s)
<input type="checkbox"/>		CV, SSE	_*		
<input checked="" type="checkbox"/>	GOE204	CV, SSE	ESS CIVICS I - Civics	No	
<input checked="" type="checkbox"/>	GOE205	CV, SSE	ESS CIVICS II - Civics	No	
<input checked="" type="checkbox"/>	SOC100	SSE, WSH	WASHINGTON STATE HISTORY	No	Government and Public Admin...
<input checked="" type="checkbox"/>	SOC111	SSE, WH	WORLD STUDIES 1	No	Government and Public Admin...
<input checked="" type="checkbox"/>	SOC112	SSE	MODEL UNITED NATIONS/INT...	No	Government and Public Admin...

Now, you will see the added course in the plan.

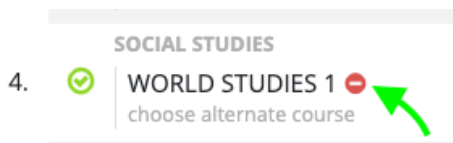
10th Grade - 2022/23 Tahoma Senior High School Edit Mode Click to View

Semester 1 of 2		Planned	Semester 2 of 2		Planned
1.	MATH GEOMETRY (S1) choose alternate course	M, M1, M2, M3	2.	MATH GEOMETRY (S2) choose alternate course	M, M1, M2, M3
2.	ENGLISH ENGLISH 10 (S1) choose alternate course	E	3.	ENGLISH ENGLISH 10 (S2) choose alternate course	E
3.	SCIENCE PHYSICAL SCIENCE WITH EARTH SYSTEMS (S1) choose alternate course	S, SL	4.	SCIENCE PHYSICAL SCIENCE WITH EARTH SYSTEMS (S2) choose alternate course	S, SL
4.	SOCIAL STUDIES WORLD STUDIES 1 choose alternate course	US, WH, CV, SSE	5.	ELECTIVE choose course	
5.	HEALTH AND FITNESS choose course	H, F	6.	HEALTH AND FITNESS choose course	H, F
6.	ELECTIVE choose course		7.	ELECTIVE choose course	
7.	ELECTIVE choose course			ELECTIVE choose course	

Continue to add the remaining courses to the plan.

Helpful tips:

To **remove a course**, click on the **Red Minus Button** to the right of the course.



If a course warning appears, read the text carefully. For example, it may indicate '**Requirements Not Met**' (such as trying to add the wrong type of course to a particular space). Or the class may have a **prerequisite**.

American Sign Language II A ✕

This Course has a prerequisite of:
ASL102 - American Sign Language I B

➔ Add Course

Requirements Not Met ✕

Not all requirements were met, do you really want to add the course?
E

Yes
No

Students may have multiple plans, but only one can be designated as the **Primary Plan**. A primary plan is the student's most serious plan. The primary plan also controls the student **Graduation Monitor Tracker Bar** and is used for **reporting purposes**.

Utilize the Career Cluster

1. Use the **My Career Cluster Column** and type in "yes," or use the funnel to select yes. This filters the choices list to only those with a career cluster matching the selection on the details page of this Four-Year Plan.

Select (575 records) ⌵ Filtered ⌴ Ordered

	Course Co	Grad. Req.	Description	My Career Cluster	Career Cluster(s)
✓	BUS209		COMPUTER SCIENCE PRINCIPL...	Yes	Information Technology

2. A different way to filter is to use the **Career Cluster** filter to select the one on the plan or any other career cluster to see the classes offered.

Select (575 records) ⌵ Filtered ⌴ Ordered

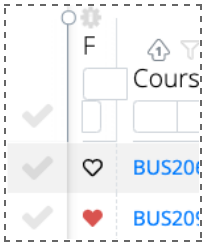
	Course Co	Grad. Req.	Description	My Career Cluster	Career Cluster(s)
♥	BUS206	CTE	WEB DESIGN 101 - Web Page ...	No	Arts, A/V Tech & Commun...
♥	BUS207	CTE	WEB DESIGN 102 - Web Page ...	No	Arts, A/V Tech & Commun...

Note: For this to yield the intended results for students, annual management is necessary in the SchoolData.net Four-Year Plans setup for the Career Path fields of your school's courses. This is done with the Data Admin persona in the Four-Year Plan Courses table. Career Paths should be identified based on specific purses for a Career Path or CTE pathways, providing the credits the students need to satisfy that career pathway.

To **learn more about a course**, click the Course Code blue hyperlink for a description, fees, prerequisites, co-requisites, or notes.

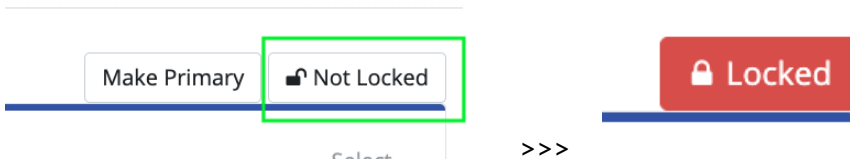
Course Co	Grad. Req.	Description	My Career Cluster
BUS206	CTE	WEB DESIGN 101 - Web Page	WEB DESIGN 101 Web Page Design courses teach their knowledge of site planning as Extensible Hypertext Markup Style Sheets to develop and m
BUS209		COMPUTER SCIENCE PRINCIP	
FAD512	ART, CTE	ART & DESIGN 101 - Visual Ar	

To mark a course for later use, click the **heart icon** to the left of the course code to favorite it for quick access.



Your advisor may “Lock” the plan to prevent any changes.

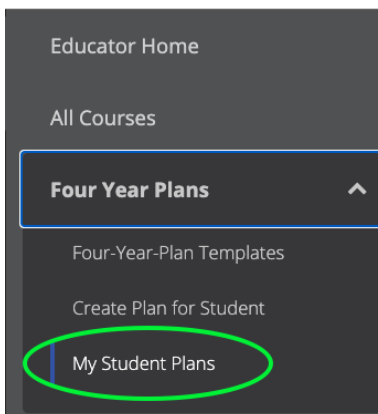
Educator Only: On the **Details** page of the student's plan (the exact page where we selected the student and their Graduation Pathway, Post-Secondary Pathway, etc.), there will be a “**Not Locked**” button in the top right corner. Click on the said button to lock the plan. To unlock the plan again, press the “**Locked**” button.



PRIMARY PLAN


Students may have multiple plans, but only one can be designated as the **Primary Plan**. A primary plan is the student's most serious plan. This plan would also be used if the district wanted to utilize our **Four-Year Application** for future **Course Requests**. The primary plan also controls the student **Graduation Monitor Tracker Bar** and is used for **reporting purposes**.

Educator Only: To mark the plan as primary, click “**My Student Plans**” in the left navigation menu.



Search for the Student's name or the name of their Plan. Then click the **gear icon** to the very right of the row and select **"Make Primary Plan."** You can also see if the Plan is their Primary based on the "Primary Plan" column.

Four Year Plans for Educator (9 records) Filtered Ordered

Student	Plan Name	Primary Plan	Is Locked	Plan Term	Career	Job	Post Sec	Graduation Pathway	Grade Level	
Acevedo-Morales, Enr...	John Smith's Plan	No	Yes	West V...	Archite...		Tour E...	General Post-Second...	11	

Row Actions & Options

- Print
- Edit
- Make Primary Plan**
- Delete

Have additional questions? Reach out to us at support@schooldata.net