

## RFP for Automated Transcript

Foundational statement:

To create an automated individualized learning plan (ILP) including a means of amending courses and updating grades for each student using existing hard copy forms as a template for an electronic user interface within PowerSchool.

To automate the process from parents to teacher to student records to transcript, while preserving the *story* created by all processed documents.

Automated ILP:

HS

- *Student Name* – integrated into parent portal, linked by PS firstlast and PS student\_number
- *Grade* – integrated into parent portal, linked by PS grade\_level
- *School Year* – drop down menu starting with current year and allowing for accessibility with historical records and with an administrator with the ability to add new years
- *Date* – date field with pop up calendar
- *Contact Teacher* - integrated into parent portal, linked by PS contact\_teacher
- “*Guardian Signature*” checkboxes – show up alongside instructional strategies (no more actual signature field)
- *Office Use Only* field appears once submitted for final approval on teacher’s screen, tied to PS ak\_fte\_enrollment

Classes:

- Each class should be handled as an individual submission, with options to save as draft and/or submit to teacher.
- ILPs for grades K through 7 can borrow from the HS ILP (minus yellow highlighted instructions below), with certain features disabled as indicated. Grade 8 should have the ability to use the HS fields. Unseen code:
  - If K-7, then *Subject* options are:
    - *Art*
    - *Language Arts*
    - *Life Skills*
    - *Math*
    - *Music*

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- *PE*
- *Science*
- *Social Studies*
- *Technology*
- *World Language*
- *Subject* option autofills as *Course Title*
- If PS grade\_level=8, **include** a *Yes/No* checkbox for each course: “Is this high school curriculum?” If *No*, disable elements following the K-7 notes. If *yes*, leave high school elements.
- Each class has a drop down menu for *Subject* , which remains visible on the screen
- From *Subject*, selections to choose:
  - If: *Parent-Graded Course*, then
    - **Course Titles drop down menu- this will generate the course code from course code data base**
      - If option of *Other* chosen, **then**
        - Manually type *Course Title* in text box
    - *Checkboxes*, choose one:
      - *Full year – auto checks both semesters.*
      - *1<sup>st</sup> semester*
      - *2<sup>nd</sup> semester*
    - *Curriculum*: manually type in a text box
    - *Yes/No checkbox: faith-based curriculum* – changes course code to the 6000 series code list
    - *Topics: Yes/No checkbox: Following State Standards*
      - If *Yes*, then continue
      - If *no*, then a text box to manually type in *Topics*
    - *Comments*: fillable text box
  - If: *Dual enrollment from accredited institution*, with checkboxes:
    - Manually type in *School Name* in text box
    - Manually type in *Course Title* in text box
    - *Checkboxes*, choose one:
      - *Full year – auto checks both semesters.*
      - *1<sup>st</sup> semester*
      - *2<sup>nd</sup> semester*
    - *Yes/No checkbox: Faith-Based Curriculum* (visual only; editable field on screen; continue statement only)

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- *Topics: Yes/No checkbox: Following State Standards*
  - **If Yes**, continue
  - **If no**, text box to manually type in *Topics*
- *Comments: fillable text box*
- Create upload link in historical grades for transcript needed when grades come in
- **If: Dual enrollment with public school, with checkboxes:**
  - Type in *School Name*
  - Type in *Course Title*
  - *Checkboxes, choose one:*
    - *Full year – auto checks both semesters.*
    - *1<sup>st</sup> semester*
    - *2<sup>nd</sup> semester*
  - *Topics: Yes/No checkbox: Following State Standards*
    - **If Yes**, continue
    - **If no**, text box to manually type in *Topics*
  - *Comments: fillable text box*
  - Create upload link in historical grades for transcript needed when grades come in
- **If: University course, with checkboxes:**
  - Type in *School Name*
  - Type in *Course Title*
  - *Checkboxes, choose one:*
    - *Full year – auto checks both semesters.*
    - *1<sup>st</sup> semester*
    - *2<sup>nd</sup> semester*
  - *Yes/No checkbox: Faith-Based Curriculum (visual only; editable field on screen; continue statement only)*
  - *Topics: Yes/No checkbox: Following State Standards*
    - **If Yes**, continue
    - **If no**, text box to manually type in *Topics*
  - *Comments: fillable text box*
  - Create an upload link in the historical grades page for when grades come in.

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NOTE: Once parent clicks *Final Submission* button on document to their teacher, it is locked and they can no longer go in and make changes. (They must contact their teacher to ask for changes)

### Miscellaneous:

- IDEA has ability to update the database as needed, for example
  - Adding course codes
  - Adding titles
  - APS
- Indicate which fields are NOT transferring to transcript
- Define databases to draw from
  - Course Title List
  - 6000 series course title list
  - PowerSchool student database
- Define teacher view as to additional to parent view
- Figure out approval process
- Link on all parent portal pages that “I want to talk to my contact teacher” TEAMS chat link.

### Teacher View

- Teacher view needs to include the parent form/view. Teachers need to be able to start, edit, and/or finish, the ILP on behalf of the parent without logging into the parent portal. All fields on ILP viewable and editable.
- Teachers need additional fields:
  - Fundable checkbox
  - Checkbox: *Reviewed* for each course
  - *Final Submission* (lock) button, sends to student records for review
    - Teacher must unlock to make changes to ILP document
- Tracking ILPs and progress:
  - Searchable fields that will help identify ILPs in various states of completion. Use to generate reports.
  - If possible, a visual color code in a roster or overview is a bonus.
- After the teacher approval, and submission, teachers need access to all fields on ILP, viewable and editable in a submitted, summary, detailed view in one scrollable page
- If pending by student records, teacher will unlock the ILP, fix issues, then check a Teacher Review Complete box (teachers only have read only access to the Pending box)

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### Student Records Department View

- All fields on ILP viewable and editable in a submitted, summary, detailed view in one scrollable page
- Pending
  - If pended, then marked in ILP\_permfile = Pending
  - Comment fillable text box appears allowing communication between student records and teacher, and not visible to parents
  - Box for teacher to check that issue has been resolved: *Teacher Review Complete*
  - *Student records has write access to both Pending and Teacher Review Complete checkboxes*
- **or** Fully Process ILP to transcript
  - If fully processed, then marked in PS ILP\_permfile = Complete
  - Places ILP info indicated on transcript and Historical Grades
    - The fully processed ILP (transcripted classes) should be locked for any changes, and archived.
    - Changes must be possible with amendments

### Automated ILP Amendment

Parents will NOT have access to Amendments (but rather have the ability to request contact with a teacher to discuss desired changes). Teams link???

Teachers will have access to the Amendment (as many as may be needed)

- Checkboxes:
  - Add
  - Drop
  - Add/Drop
- For any Add (including Add/Drop), borrow from the ILP class structure.
- For any Drop, the story of the changes must be preserved with archived document, even though the class will ultimately be removed from the transcript.
  - A list of drop-able courses must be generated from the approved ILP.
  - The form should allow for a class to be checked, and for the semesters to be checked.
  - The detailed summary should not have any information removed, but rather new information added to denote the request for removal of a given class.

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- The class will be deleted from the transcript after all approvals are complete.
- From the Parent Portal, the parent can click an Add or Change/Drop button on any course that has INCs, that links to PS to alert teacher.
- Date/time stamp for all changes

**Commented [DO1]:** Preserving this idea, but it seems like we need the form as defined, instead of the option outlined here.

### Progress Report/Grades

- The parents should have access to a page that borrows from Grade History (found on the parent portal), which shows classes and semesters for everything on the transcript (everything in Stored Grades from PowerSchool). Specifically the information, and something very similar to the concise/streamlined format.
- Parent should be able to use this access above to be able to submit a grade(s) to the teacher for approval
- Documentation for transcribed classes utilizing the document upload link in parent portal
- Teachers should be able to query these submissions (and possibly have other visual cues) to find submitted grades, review, and approve for submission to student records.
  - Teachers (only) to be able to change amount of credit earned from .5 to 1.0 (recommend to teachers that they use the ILP comment box to track credit intentions if not standard ½ credit)
- Student records should have the same ability to query approved grades after teacher approval, and Pending options and comment section to communicate needed changes with the teacher. Final approval by student records should move grades directly to the transcript.
  - Before Approval of grades by student records, there should be a box/field for student records to add PS Added Value (found inside historical grades) to GPA for qualifying University and AP courses.

### Site Admin view

- Access to everything a teacher has, plus approval on items below:
- Drop – if drop date is after November 15<sup>th</sup> for first semester and March 15<sup>th</sup> for second semester an admin approval button appears and is able to be queried.
- On 8<sup>th</sup> grade ILP – a site admin approval button needs to appear if HS classes are chosen besides Algebra 1
- Admin approval will send the submission to student records.
- Admin need the ability to decline the request

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Director/Asst. Director view

- Access to everything on the admin view, plus approval of all things a site administrator can do
- Add/Drop from previous school years.
- Director approval will send the submission to student records.
- Directors need the ability to decline the request