

CREDIT WAIVER – HOW TO PROCESS FOR TEC AND CTMC

This document is an instructional guide for administrators detailing how to process a credit waiver for a TEC or CTMC student who meets the required waiver criteria.

OVERVIEW

AUTO TECHNOLOGY will be the example **TEC COURSE DESCRIPTION** used throughout this document

STEP 1: Review the TEC Course Codes & Credit Distribution Chart

STEP 2: Review Student Schedules

STEP 3: Create a Historical Course Grade Record for Student

STEP 4: Review Student Transcript and Credit Summary for accuracy

1. Review the TEC Course Codes & Credit Distribution Chart

CTRL + CLICK to open: [24-25 TEC COURSE CODES AND CREDIT DISTRIBUTION](#)

* IMPORTANT NOTE: This document is YEAR SPECIFIC

* Ensure you are using the correct TEC COURSE CODES AND CREDIT DISTRIBUTION document

Course Description	Credit Distribution		Course Code		Instructor (PIC#)
	SEM 1	SEM 2	SEM 1	SEM 2	2023-24
Auto Technology (1st Year)	1.5 Elective	1.5 Elective	T201EL	T202EL	Jason Belfinger (307712)
Auto Technology (2nd Year)	.5 Elective	.5 Elective	T205EL	T206EL	Brian Hunter (126400)
Auto Technology (2nd Year)	.5 Applied Math	.5 Applied Math	T205MA	T206MA	
Auto Technology (2nd Year)	.5 Vis, Perf & App Arts	.5 Vis, Perf & App Arts	T205VP	T206VP	
Auto Technology (2nd Year)	Waiver Science	Waiver Science	T205SC	T206SC	
Auto Technology (2nd Year)	Waiver World Language	Waiver World Language	T205WL	T206WL	

2. Review Student Schedules

Use the correct COURSE CODES to create STUDENT SCHEDULES

* Do **NOT** use WAIVER COURSE CODES when scheduling students

* Do **NOT** use PLACEHOLDER COURSES on student schedules

* Schedule **ONE** TEC Course Code each period of a student schedule

- A student **MUST** be scheduled in the appropriate series of **THREE COURSES** for their TEC or CTMC program (**Refer to the TEC Course Codes & Credit Distribution Chart from Step #1**)

→ EXAMPLE: COURSE CODES required for scheduling: S1 - Auto Technology (2nd Year)

COURSE NAME	COURSE CODE	POTENTIAL CREDIT	CREDIT TYPE
Auto Technology (2 nd Year)	T205EL	.5	EL
Auto Technology (2 nd Year)	T205MA	.5	MA
Auto Technology (2 nd Year)	T205VP	.5	VP

→ EXAMPLE: STUDENT SCHEDULE

Day	Terms	1	2	3	4	ST	6	7	
A	23-24	Q1 S1 Q2	Project Based Learning English PBLENG.1 Gunst, Alexandria Room: 117 1(A) 23-24	Algebra 2 35189.1 Isotalo, Emily Room: 136 2(A) 23-24	Adv Phys Educ 35231.1 Meldrum, Christopher Room: Gym 3(A) 23-24		Auto Technology (2nd Yr) T205EL.1 Hunter-TEC, Brian Room: 4(A) S1	Auto Technology (2nd Year) T205MA.2 Hunter-TEC, Brian Room: 6(A) S1	Auto Technology (2nd Year) T205VP.2 Hunter-TEC, Brian Room: 7(A) S1

3. Create a Historical Course Grade Record for a Credit Waiver for Student

□ When a Counselor determines a CREDIT WAIVER is applicable, create a HISTORICAL COURSE GRADE RECORD
STUDENT > ACADEMIC RECORDS > ACADEMIC PERFORMANCE > HISTORICAL COURSE GRADES

- Select SINGLE NEW ENTRY

The screenshot shows a navigation menu on the left with categories like Student Profile, Academic Records, Attendance, Behavior, Compliance, Courses and Programs, Data Exchange, and Health. Under 'Academic Records', 'Historical Course Grades' is highlighted with a yellow box. To the right, a toolbar contains buttons for 'Multiple New Entries', 'Single New Entry' (highlighted with a yellow box), 'Previous School Names', and 'Detail View'.

→ EXAMPLE: HISTORICAL COURSE GRADE ENTRY

The screenshot shows the 'Historical Course Grade Entry' form. A yellow box highlights the following fields: School name (Memphis Junior/Senior High School), School year (2023), Store code (S1), Hist. grade level (11), (a) Course number - Section number, (b) Course name (Auto Technology (1st Year)), Teacher name, Grade (WV), GPA points (empty), Added value, Percent, Citizenship, Earned credit hours (.5), Potential credit hours (.5), Credit type (WL), GPA Calculation (Exclude), Class Rank Calculation (Exclude), Honor Roll Calculation (Exclude), Graduation Calculation (Include), Display on Transcript (Yes), and Teacher comment (TEC WL CREDIT WAIVER). The GPA points field has a red border, and the 'Include' radio button for GPA Calculation is selected.

- SUBMIT

- Review the **DETAIL VIEW** of the student **HISTORICAL COURSE GRADE** record for accuracy
[STUDENT > ACADEMIC RECORDS > ACADEMIC PERFORMANCE > HISTORICAL COURSE GRADES](#)

A navigation menu with a sidebar on the left and a main content area on the right. The sidebar has categories: Student Profile, Academic Records, Attendance, Behavior, and Compliance. The main content area has sub-items: Academic Profile, Cumulative Info, Honor Roll, Academic Performance, Grade Scales, and Historical Course Grades. The 'Historical Course Grades' item is highlighted with a yellow box.

- Select **DETAIL VIEW**

Complete Academic Record - Detail View

Multiple New Entries | Single New Entry | Previous School Names | Normal View

Year/Term	Grd Lvl	Crs #	Course Name	Store Code	Grade	Earned Credit	Pot. Credit	Earns Grad Credit	Exclude from				Credit Type
									GPA	Class Rank	Honor Roll	Transcripts	
23-24 YR	11	T201EL	Auto Technology (1st Year)	S1	A	0.5	0.5	Yes					EL
23-24 YR	11		Auto Technology (1st Year)	S1	WV	0.5	0.5	Yes	Yes	Yes	Yes		WL
23-24 YR	11	T201EL	Auto Technology (1st Year)	S1	A	0.5	0.5	Yes					EL
23-24 YR	11	T201EL	Auto Technology (1st Year)	S1	A	0.5	0.5	Yes					EL

4. Review Transcript and Credit Summary for accuracy

- Print a transcript for a student with a Historical Course Grade **WAIVER**
 - Search for the student on the PowerSchool Start Page
 - NAVIGATE TO: [MBA PLUGINS > MBA REPORT CREATOR > FUNCTIONS > RUN REPORTS](#)
 - Select a **TRANSCRIPT W/CREDIT SUMMARY** from the **REPORT** drop-down menu
 - Select **GENERATE REPORT**

A navigation menu for 'MBA Plugins'. The sidebar has categories: People, BrightArrow, Attendance, Health, School Enrollment, and MBA Plugins. The main content area has sub-items: Home, MBA Report Creator, Functions, Archived Reports, and Develop Reports. The 'Run Reports' item is highlighted with a yellow box.

Report Creator Reports ⭐

Generate Reports

Report	Student Selection	Grade Level	Sort Order	Include Dropped Courses	Include Transferred Out Students
Transcript w/ Test Scores w/ Current Schd (RESA)	Current Selection (1)	All Grades	Student Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Generate Reports

Review the TRANSCRIPT for accurate information

Course Information						Course Information					
Course	Grade	S1		S2		Course	Grade	S1		S2	
		Gr	Cr	Gr	Cr			Gr	Cr		
21-22 Memphis Junior/Senior High School						22-23 Memphis Junior/Senior High School					
Algebra 1	9	B-	0.5	C-	0.5	Adv Phys Educ	10	A-	0.5	A	0.5
Biology	9	B-	0.5	C	0.5	Chemistry	10	C-	0.5	D	0.5
English/Language Arts 1	9	A	0.5	A	0.5	English/Language Arts 2	10	C	0.5	C	0.5
Health	9	A-	0.5			Geometry	10	C+	0.5	C	0.5
Phys Educ 9	9			B+	0.5	Intro To Art	10	C	0.5	D+	0.5
STING High School	9	CR	0.25	CR	0.25	STING High School	10	G	0.25	G	0.25
Spanish 1	9	B	0.5	B-	0.5	World History	10	B+	0.5	B	0.5
U S History	9	B	0.5	B-	0.5						
GPA: 2.9583 Earned Credit: 6.50						GPA: 2.3583 Earned Credit: 6.50					

Course Information					
Course	Grade	S1		S2	
		Gr	Cr	Gr	Cr
23-24 Memphis Junior/Senior High School					
Algebra 2	11	D+	0.5	D+	0.5
Auto Technology (1st Year)	11	A	0.5	A-	0.5
Auto Technology (1st Year)	11	WV	0.5		
Auto Technology (1st Year)	11	A	0.5	A-	0.5
Auto Technology (1st Year)	11	A	0.5	A-	0.5
Economics 2	11			A-	0.5
English/Language Arts 3	11	B	0.5	C+	0.5
US Government	11	A-	0.5		
GPA: 3.2000 Earned Credit: 6.50					

Credit Summary			
	Earned	Required	Remainder
English	3.00	4.00	1.00
Mathematics	3.00	4.00	1.00
Science	2.00	3.00	1.00
Social Studies	3.00	3.00	0.00
Health	0.50	0.50	0.00
Physical Education	0.50	0.50	0.00
Visual and Performing Arts	1.00	1.00	0.00
World Language	1.50	2.00	0.50
General Electives	5.00	4.00	0.00
Total	19.50	22.00	3.50

Review the CREDIT SUMMARY

- Search for the student on the PowerSchool Start Page
- NAVIGATE TO: [MBA PLUGINS > MBA REPORT CREATOR > REPORTS > CREDIT SUMMARIES](#)
- Select SHOW CREDIT SUMMARIES
- Review the EARNED column
 - TIP: Hover over the NUMBER in the EARNED column on the CREDIT SUMMARY to see a breakout of EARNED CREDIT by COURSE
 - EXAMPLE: Earned Credits for World Language (includes entry for CREDIT WAIVER)

Credit Summary Report ★

Students	Credit Summary	If No Default
Students in Current Selection (1) <input type="text"/>	Student Default <input type="text"/>	2016 + General HS Diploma Details <input type="text"/>

Total Credit Filters

Total Earned Total Waivers Total Remainder

[Show Credit Summaries](#)

CREDIT SUMMARY

Name	Credit Types	Required	Earned	Waivers	Remainder
English	E1, E2, E3, E4, EN	4	3		1
Mathematics	A1, A1-M, A2, GE, MA	4	3		1
Science	BI, CP, PBLSC, SC, SCI	3	2		1
Social Studies	AH, CV, EC, PBLHIS, SS, WH	3	3		0
Health	HE	0.5	0.5		0
Physical Education	PE	0.5	0.5		0
Visual and Performing Arts	VP	1	1		0
World Language	W1, W2, WL	2	1.5		0.5
General Electives	A1, A2, AH, BI, CP, CV, E1, E2, E3, E4, EC, EL, EN, GE, HE, MA, PBLLE, PE, SC, SCI, SS, TC, VP, W1, W2, WH, WL	4	5		0
Totals		22	19.5	0	3.5

CREDIT SUMMARY FOR WORLD LANGUAGE

Course	Storecode	Year	Grade Level	Credit Type	Grade	Earned Cred	Potential Credit
Spanish 1	S2	21-22	9	W1	B-	0.5	0.5
Spanish 1	S1	21-22	9	W1	B	0.5	0.5
Auto Technology (1st Year)	S1	23-24	11	WL	WV	0.5	0.5