



#### **Duplicate Credits**

Data Clerk and Academic Advisors Training
Fernando Marino
January 21, 2020

# **Duplicate Credits From Another School District**

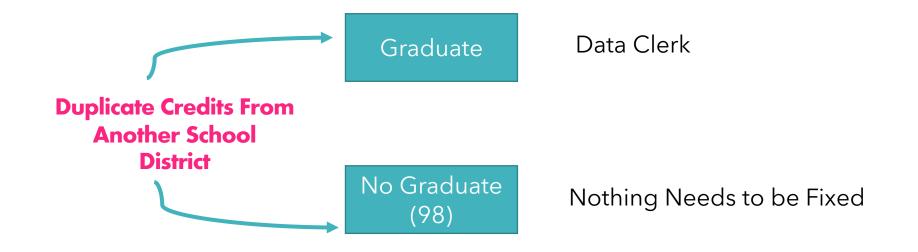


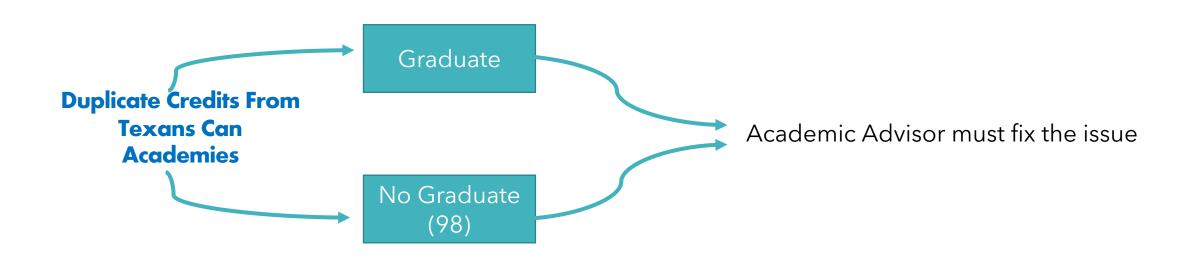
Data Clerks Labeling

# **Duplicate Credits From Texans Can Academies**



Academic Advisors
Moving to Local





**Department:** English Language Arts

Year Buil	ding Course	•	Sec	q1 Se	q 2 A	vg Credi
2017 0579	905018 032201	105 ENG 1	71	* 61		0
2018 0579	005018 032201	105 ENG 1	58	45		0
2018 0579	905018 032202	207 ENG 2	63	57		0
2019 0579	905018 032201	105 ENG 1	73	81		1
2019 0579	905018 032202	207 ENG 2	63	52		0
2019 0579	905018 032202	207 ENG 2	73	75		1
2019 0579	905018 032203	305 ENG 3	69	70		0.5
2020 0579	905018 032203	305 ENG 3	76	74		1
2020 0579	905018 032204	100 ENG 4	71	78		1

#### **Double Credits From Another School District**

#### **Double Credits From Another School District**

- 1. Half Duplicate Credit
- 2. One Duplicate Credit

## Half Duplicate Credit - Never Graduate

2017-2018 057905018-Sunset High School

	_
Eng/Lang Arts	Course
2016-2017	ENG 1
2016-2017	READ1
2017-2018	ENG 1
2017-2018	ENG 2
2018-2019	ENG 1a
2018-2019	ENG 1b
2018-2019	ENG 2
2018-2019	ENG 2a
2018-2019	ENG 2b
2018-2019	ENG 3
2019-2020	ENG 3a
2019-2020	ENG 3b
2019-2020	ENG 4

				Cou	irse ir
\$1	Code	S2	Code	AV	CR
71"		61			.00
72*		69			.00
58		45			.00
63		57			.00
73					.50
		81			.50
63		52			.00
73					.50
		75			.50
69		70			.50

Year	Building	Course		Seq 1	Seq 2	Avg	Credit
2017	057905018	03220105	ENG 1	71 *	61		0
2018	057905018	03220105	ENG 1	58	45		0
2018	057905018	03220207	ENG 2	63	57		0
2019	057905018	03220105	ENG 1	73	81		1
2019	057905018	03220207	ENG 2	63	52		0
2019	057905018	03220207	ENG 2	73	75		1
2019	057905018	03220305	ENG 3	69	70		0.5
2020	057905018	03220305	ENG 3	76	74		1
2020	057905018	03220400	ENG 4	71	78		1

# Half Duplicate Credit and Graduate

Year E	Building	Course		Seq 1	Seq 2	Avg	Credit
2017 0	057905018	03220105	ENG 1	71 *	61		0
2018	057905018	03220105	ENG 1	58	45		0
2018 0	057905018	03220207	ENG 2	63	57		0
2019	057905018	03220105	ENG 1	73	81		1
2019 0	057905018	03220207	ENG 2	63	52		0
2019 0	057905018	03220207	ENG 2	73	75		1
2019 0	057905018	03220305	ENG 3	69	70		0.5
2020 0	057905018	03220305	ENG 3	76	74		1
2020 0	057905018	03220400	ENG 4	71	78		1

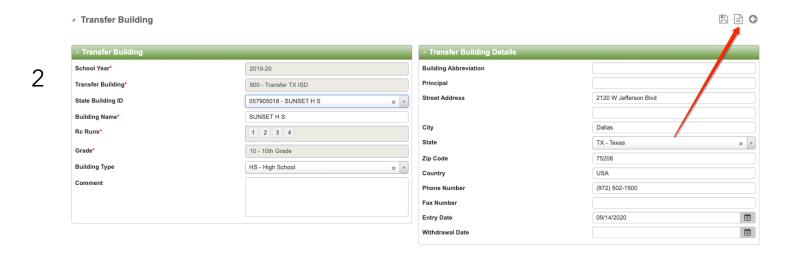
Year	Building	Course		Seq 1	Seq 2	Avg	Credit
2017	057905018	03220105	ENG 1	71 *	61		0
2018	057905018	03220105	ENG 1	58	45		0
2018	057905018	03220207	ENG 2	63	57		0
2019	057905018	03220105	ENG 1	73	81		1
2019	057905018	03220207	ENG 2	63	52		0
2019	057905018	03220207	ENG 2	73	75		1
2019	057905018	03220305	ENG 3	69	70		0.5
2020	057905018	03220400	ENG 4	71	78		1
2020	057905018	03220300	ENG 3	76			0.5
2020	057905018	03220300	ENG 3		74 N	ИD	0.5

Year Building	Course		Seq 1	Seq	2 Avg	Credit
2017 057905018	03220105	ENG 1	71 *	61		0
2018 057905018	03220105	ENG 1	58	45		0
2018 057905018	03220207	ENG 2	63	57		0
2019 057905018	03220105	ENG 1	73	81		1
2019 057905018	03220207	ENG 2	63	52		0
2019 057905018	03220207	ENG 2	73	75		1
2019 057905018	03220305	ENG 3	69	70		0.5
2020 057905018	03220400	ENG 4	71	78		1
2020 057905018	03220300	ENG 3	76			0.5
2020 057905018	03220300	ENG 3		74	MD	0.5

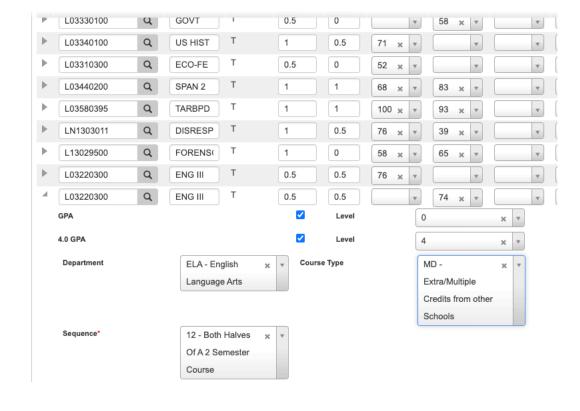
- 1. Find the most recent duplicate credit
- 2. Place the duplicate credit on a separate line
- 3. Assigned the code for duplicate

#### Transcript Summary

Diploma Type			Foun HS Pro	Foun HS Prg - TAC 74.1021 entered 9th in 14-15: 34			G	
Endorsement/Supp Grad Group						Co		
₄ Selectio	ns							
View Course	s By	Department			<b>v</b>	Include Building Types	▼ High School ▼ TX	
<b>⊿</b> Transfer	Build	ings						
Year: 2017	Bldg: 9	00 - SUNSET H S	Runs: 1,2,3,4					
Year: 2018	Bldg: 9	00 - SUNSET H S	Runs: 1,2,3,4					
Year: 2019	Bldg: 9	00 - SUNSET H S	Runs: 1,2,3,4					
Year: 2020	Dida: 0	00 - SUNSET H S	Runs: 1,2,3,4	4			_	



#### Transfer Courses



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#### Labeling - One Duplicate Credit - Never Graduate

2017-2018 057905018-Sunset High School

Eng/Lang Arts	Course
2016-2017	ENG 1
2016-2017	READ1
2017-2018	ENG 1
2017-2018	ENG 2
2018-2019	ENG 1a
2018-2019	ENG 1b
2018-2019	ENG 2
2018-2019	ENG 2a
2018-2019	ENG 2b
2018-2019	ENG 3
2019-2020	ENG 3a
2019-2020	ENG 3b
2019-2020	ENG 4

				Cou	irse ir
\$1	Code	S2	Code	AV	CR
71"		61			.00
72*		69			.00
58		45			.00
63		57			.00
73					.50
		81			.50
63		52			.00
73					.50
		75			.50
69		70			.50

Year	Building	Course		Seq 1	Seq 2	Avg	Credit
2017	057905018	03220105	ENG 1	71 *	61		0
2018	057905018	03220105	ENG 1	58	45		0
2018	057905018	03220207	ENG 2	63	57		0
2019	057905018	03220105	ENG 1	73	81		1
2019	057905018	03220207	ENG 2	63	52		0
2019	057905018	03220207	ENG 2	73	75		1
2019	057905018	03220305	ENG 3	72	70		1
2020	057905018	03220305	ENG 3	76	74		1
2020	057905018	03220400	ENG 4	71	78		1

#### Labeling One Duplicate Credit - Never Graduate

Year Building	Course		Seq 1	Seq 2	Avg	Credit
2017 057905018	03220105	ENG 1	71 *	61		0
2018 057905018	03220105	ENG 1	58	45		0
2018 057905018	03220207	ENG 2	63	57		0
2019 057905018	03220105	ENG 1	73	81		1
2019 057905018	03220207	ENG 2	63	52		0
2019 057905018	03220207	ENG 2	73	75		1
2019 057905018	03220305	ENG 3	72	70		1
2020 057905018	03220305	ENG 3	76	74		1
2020 057905018	03220400	ENG 4	71	78		1

- 1. Find the most recent duplicate credit
- 2. Assigned the code for duplicate

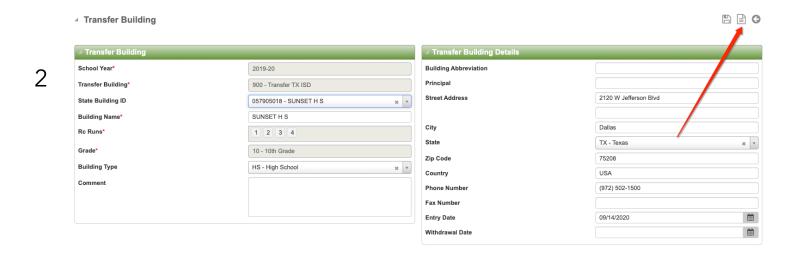
#### Labeling One Duplicate Credit - Never Graduate

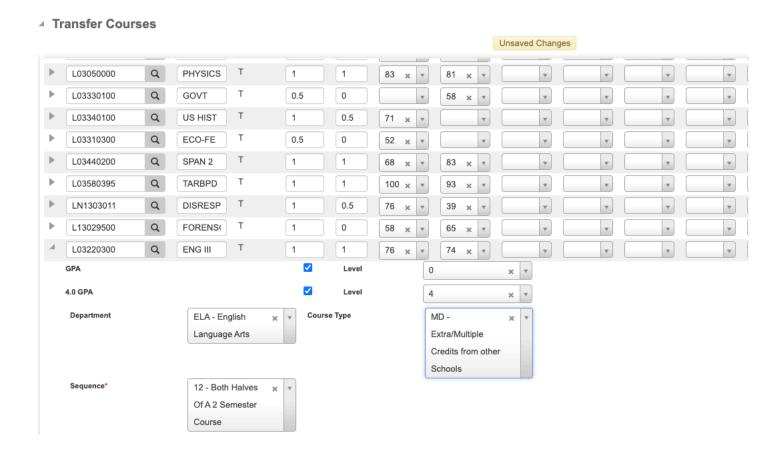
Year	Building	Course		Seq 1	Seq 2	Avg	Credit
2017	057905018	03220105	ENG 1	71 *	61		0
2018	057905018	03220105	ENG 1	58	45		0
2018	057905018	03220207	ENG 2	63	57		0
2019	057905018	03220105	ENG 1	73	81		1
2019	057905018	03220207	ENG 2	63	52		0
2019	057905018	03220207	ENG 2	73	75		1
2019	057905018	03220305	ENG 3	72	70		1
2020	057905018	03220305	ENG 3	<b>76</b> MD	<b>74</b> MD		1
2020	057905018	03220400	ENG 4	71	78		1

- 1. Find the most recent duplicate credit
- 2. Assigned the code for duplicate

#### Transcript Summary

Diploma Typ	эе		Foun HS Pro	- TAC 74.102	1 entered 9th	in 14-15: 34	G
Endorseme	nt/Supp	Grad Group					Co
₄ Selectio	ns						
View Course	s By	Department			▼	Include Building Types	* High School * TX
<b>⊿</b> Transfer	Build	ings		_			
Year: 2017	Bldg: 9	00 - SUNSET H S	Runs: 1,2,3,4				
Year: 2018	Bldg: 9	00 - SUNSET H S	Runs: 1,2,3,4				
Year: 2019	Bldg: 9	00 - SUNSET H S	Runs: 1,2,3,4				
Year: 2020	Dida: 0	00 - SUNSET H S	Runs: 1,2,3,4	4			_





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# Double Credits From Texans Can Academies Academic Advisors



Year Building	Course		Seq 1	Seq 2	Avg	Credit
2017 220905008	03320100	W GEO	81	80		1
2018 057804008	03340400	W HIST	78	75		1
2018 220905008	03340400	W HIST	66			0
2019 057804008	03340100	US HIST	73	81		1
2020 057804008	03330100	GOVT	93			0.5
2020 057804008	03310300	ECO-FE		93		0.5
2020 057804008	03340400	W HIST	77	79	78	1

#### **Double Credits From Texans Can Academies**

Year Building	Course		Seq 1	Seq 2	Avg	Credit
2017 220905008	03320100	W GEO	81	80		1
2018 057804008	03340400	W HIST	78	75		1
2018 220905008	03340400	W HIST	66			0
2019 057804008	03340100	US HIST	73	81		1
2020 057804008	03330100	GOVT	93			0.5
2020 057804008	03310300	ECO-FE		93		0.5
2020 057804008	03340400	W HIST	77	79	78	1

Move the most recent year duplicate credit

#### Goal

Year Building	Course		Seq 1		Seq 2	Avg		Credit		
2017 057913001	03220100	ENG 1	82	8	30	81		1		
2018 057913001	03220200	ENG 2	65	Q 8	32 (	74	Q	1		
2020 057804002	03220300	ENG 3	93	6	93	93		1		
2020 057804002	03220400	ENG 4	92	ç	98	95		1		
2020 057904002	03330300	FNG 3			00	90	_	0.5		
Department:	Science									
Year Building	Course		Seq 1		Seq 2	Avg		Credit		
2017 057913001	03010200	BIO	60	8	35	73		1		
2018 057913001	03040000	CHEM	70	7	76	73		1		
2020 057804002	03050000	PHYSICS						0		
2020 057804002	T03060201	IPC	85	* 6	91	88		0.5		
2020 057804002	03050000	PHYSICS		ç	97			0.5		
Department:	Health		Department: Health							
Year Building	Course		Seq 1		Seq 2	Avg		Credit		
<b>Year Building</b> 2016 057913041		HLTH ED		J	Seq 2	Avg		Credit 0.5		
2016 057913041	03810100				Seq 2	Avg				
2016 057913041 Department:	03810100 Other Langua		82	J				0.5		
2016 057913041 Department: Year Building	03810100 Other Langua Course	ages	82 <b>.</b> <b>Seq 1</b>	J	Seq 2	Avg		0.5		
2016 057913041 Department: Year Building 2017 057913001	03810100 Other Langua Course 03440100	ages SPAN 1	82 Seq 1	J 	<b>Seq 2</b>	<b>Avg</b> 84		0.5		
2016 057913041 Department: Year Building 2017 057913001 2018 057913001	03810100 Other Langua Course 03440100 03410100	span 1 FREN 1	82 Seq 1	J 8 7	<b>Seq 2</b> 30	<b>Avg</b> 84 79		0.5 <b>Credit</b> 1		
2016 057913041 Department: Year Building 2017 057913001 2018 057913001 2018 057913001	03810100 Other Langua Course 03440100 03410100 03440200	SPAN 1 FREN 1 SPAN 2	82 Seq 1 87 80 60	J 8	<b>Seq 2</b>	<b>Avg</b> 84		0.5  Credit 1 1 0		
2016 057913041  Department:  Year Building  2017 057913001  2018 057913001  2018 057913001  2021 057804002	03810100 Other Langua Course 03440100 03410100 03440200 03440200	SPAN 1 FREN 1 SPAN 2 SPAN 2	82 Seq 1 87 80 60	J 8 7	Seq 2 30 77 62	Avg 84 79 61		0.5 <b>Credit</b> 1		
2016 057913041 Department: Year Building 2017 057913001 2018 057913001 2018 057913001	03810100 Other Langua Course 03440100 03410100 03440200 03440200	SPAN 1 FREN 1 SPAN 2	82 Seq 1 87 80 60	J 8 7 6	<b>Seq 2</b> 30	Avg 84 79 61		0.5  Credit 1 1 0		
2016 057913041  Department:  Year Building  2017 057913001  2018 057913001  2018 057913001  2021 057804002  2021 057804002	03810100 Other Langua Course 03440100 03410100 03440200 03440200	SPAN 1 FREN 1 SPAN 2 SPAN 2	82 Seq 1 87 80 60	J 8 7 6	Seq 2 30 77 62	Avg 84 79 61		0.5  Credit 1 1 0 0.5		
2016 057913041  Department:  Year Building  2017 057913001  2018 057913001  2018 057913001  2021 057804002  2021 057804002  Department:	03810100 Other Langua Course 03440100 03410100 03440200 03440200 03440200	SPAN 1 FREN 1 SPAN 2 SPAN 2	82 Seq 1 87 80 60	J 8 7 6 Z	Seq 2 30 77 62	Avg 84 79 61		0.5  Credit 1 1 0 0.5		
2016 057913041  Department:  Year Building  2017 057913001  2018 057913001  2018 057913001  2021 057804002  2021 057804002  Department:	03810100 Other Langua Course 03440100 03410100 03440200 03440200 CTE	SPAN 1 FREN 1 SPAN 2 SPAN 2	82 Seq 1 87 80 60 87	J 8 7 6 Z	Seq 2 30 77 52	Avg 84 79 61		0.5  Credit 1 1 0 0.5 0.5		
2016 057913041 Department:  Year Building 2017 057913001 2018 057913001 2018 057913001 2021 057804002 2021 057804002 Department:  Year Building	03810100 Other Langua Course 03440100 03410100 03440200 03440200 03440200 CTE Course	SPAN 1 FREN 1 SPAN 2 SPAN 2 SPAN 2 SPAN 2	82 Seq 1 87 80 60 87	J 8 8 7 6 Z 8 S	Seq 2 30 77 52	Avg 84 79 61		0.5  Credit 1 1 0 0.5 0.5 Credit		

Year Building	Course		Seq 1	Seq 2	Avg	Credit			
2017 057913001	03100500	ALG 1	72	81	77	1			
2018 057913001	03100700	GEOM	68	71	70	1			
2020 057804002	03100600	ALG 2	90	76	83	1			
2020 057804002	03101100	PRE CALC	92	100	96	1			
	Department: Social Studies								
Year Building	Course								
rear Danaing	Course		Seq 1	Seq 2	Avg	Credit			
2017 057913001	03340400	W HIST	<b>Seq 1</b> 80	<b>Seq 2</b> 83	Avg 82	Credit 1			
•		W HIST US HIST			•				
2017 057913001	03340400		80	83	82	1			
2017 057913001 2020 057804002	03340400 03340100	US HIST	80 86	83	82	1			

2020 800	03330100	GOVT	87 R			0.5			
2020 800	03310300	ECO-FE	87 R			0.5			
Department: F	PE/Equivaler	nt							
Year Building	Course		Seq 1	Seq 2	Avg	Credit			
2017 057913001	PES00052	PEFOUND	97	100	99	1			
Department: F	Department: Fine Arts								
Year Building	Course		Seq 1	Seq 2	Avg	Credit			
2018 057913001	03250500	TH1TECH	79	67	73	0.5			
0000 000	00500400	ADT 4	00 B	00 0		4			

١	2018 057913001	03250500	TH1TECH	79		67		73	0.5
	2020 800	03500100	ART 1	90	R	93	R		1

Department. Local Credit

Year Building	Course		Seq 1	Seq 2	Avg	Credit	ı
2020 057804002	03220300	ENG 3		90		0.5	

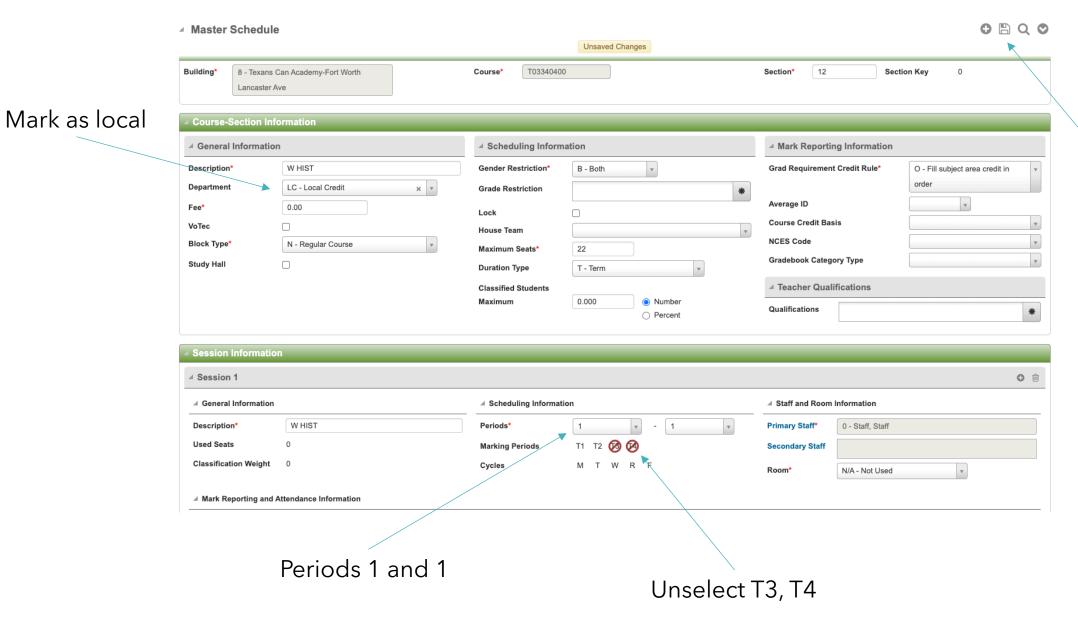
- 1. Find the student
- 2. Go to Transcript Summary
- 3. Find the course and the corresponding year that you want to move the duplicate class and copy it, for this case T03340400, year 2020
- 4. Change the database in eSchool for that year. Example if the year is 2018, the data base should be in 2017-18, if this case the double credit is in 2020 the database should be 2019-20.
- 5. If you experience issues with years for 2016-17 and prior contact PEIMS.
- 6. Change Year Data Base Search Student ID Transcripts Summary
- 7. Menu>Scheduling>master Schedule
- 8. Click the plus icon on the top right corner
- 9. Find your building, type the course and click search



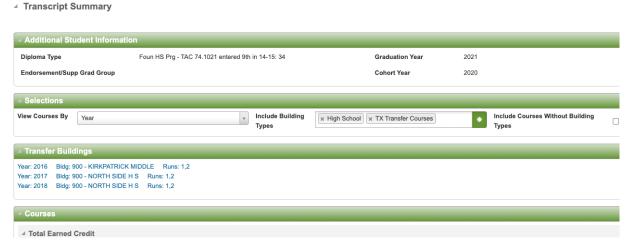
#### Write down the section

**Last Step** 

**SAVE** 



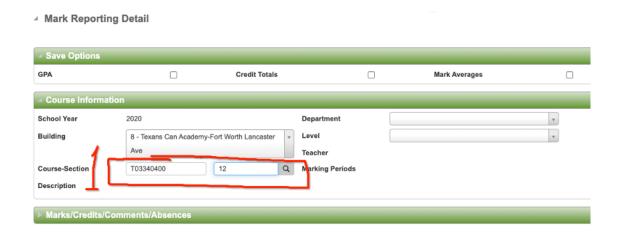
- 1. Go back to Student Transcript Summary
- 2. Be sure that Transcripts are organized by Year

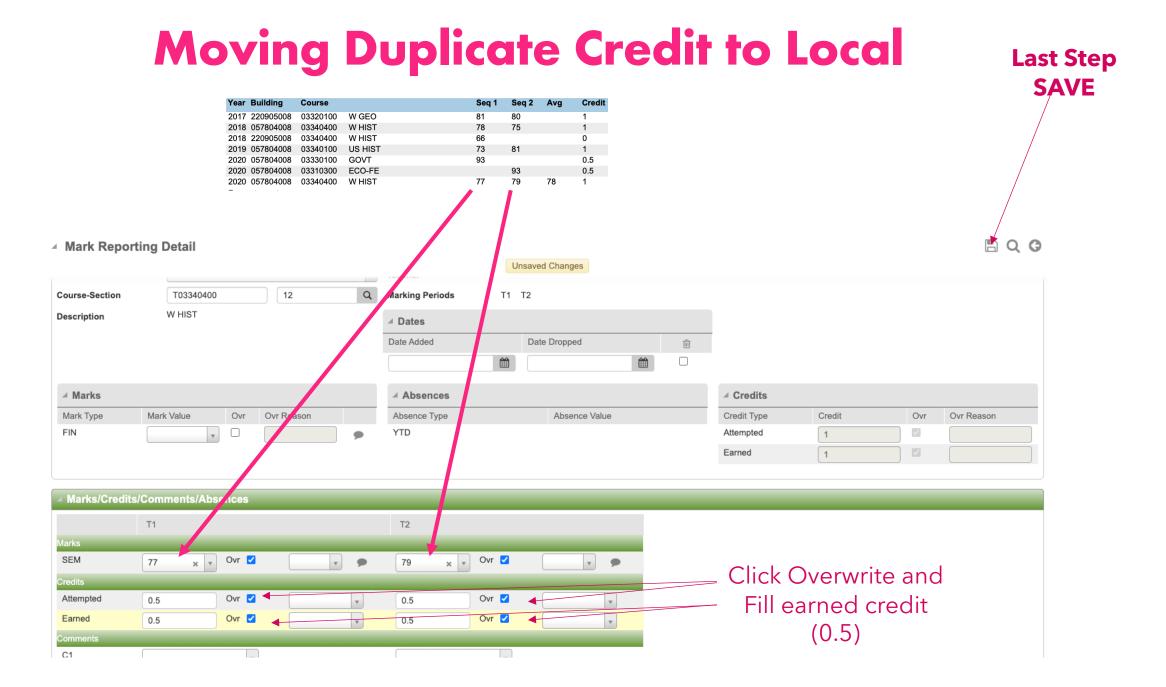


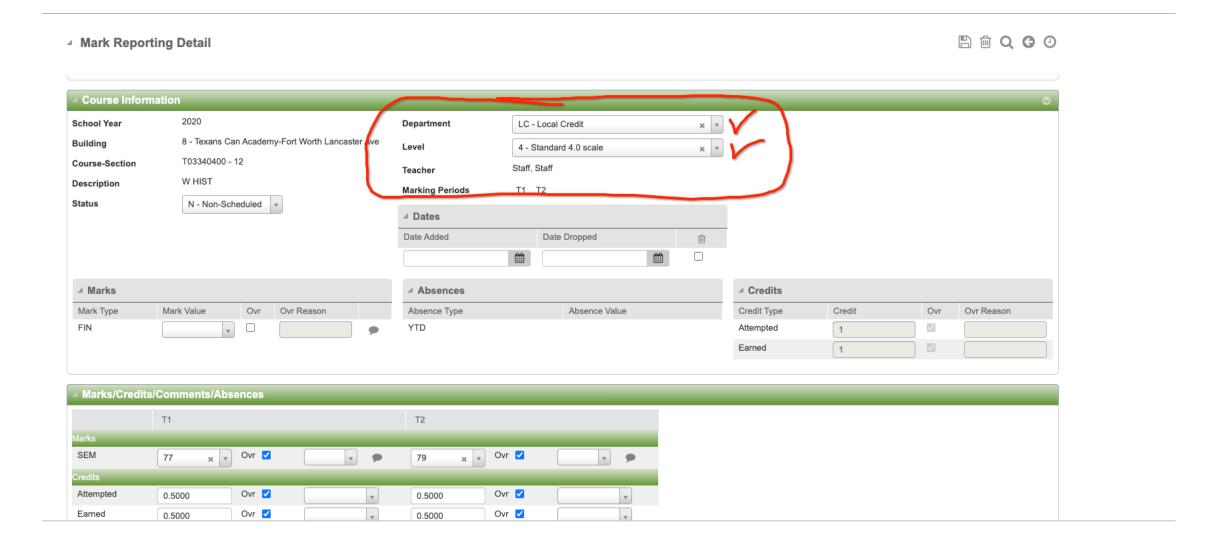
3. Find year and click plus



1. Type the Course and The Section, in this case will be T03340400, section 12 System will populate after you type



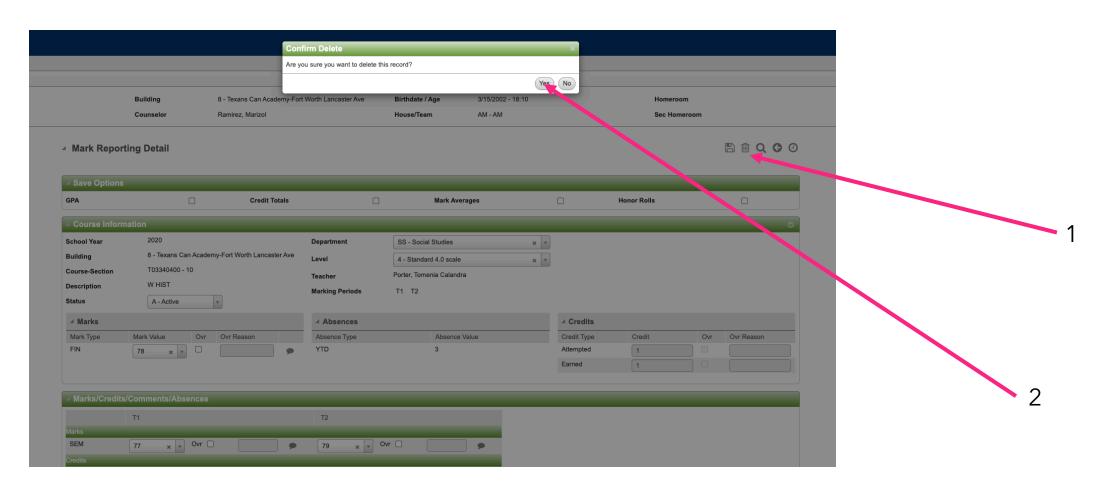




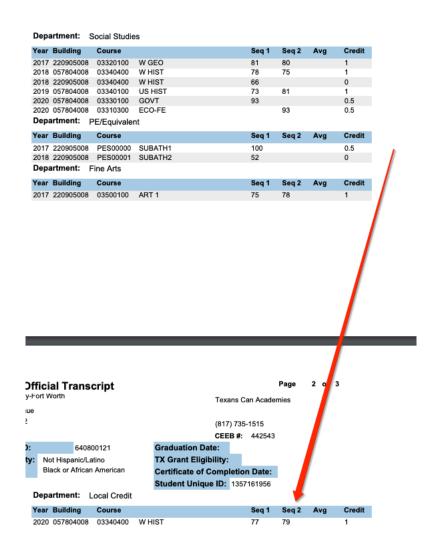
- 1. Go back to Student Transcript Summary
- 2. Be sure that Transcripts are organized by Year
- 3. Find the Double Class that you are going to remove (NO THE LOCAL LC)

Sahaal Vaari 2020 Buildings 9	School Year: 2020 Building: 8 - Texans Can Academy-Fort Worth Lancaster Ave								
School Year: 2020 Building: 8	- Texans Can Acad	iemy-rort worth Lan	caster Ave						
Course Building	Course	Course Description	Dept	Att Credit	Earn Credit	Course Type	Seq1	Seq2	Avg
	CRSPAN2A-4	CR Spanish II A	LOTE	0.5	0.5	Z	83		
							03		
	CRSPAN2B-4	CR Spanish II B	LOTE	0.5	0.5	Z		72	
	T03100500-11	ALG 1	MA	0.5	0.5			87	
	T03220400-7	ENG 4	ELA	1	1		83	81	82
	To 2221200-6	CREAT WR	EL	1	1		81	86	84
	T03316 00-2	ECO-FE	SS	0.5	0.5			93	
	T03330100-2	GOVT	SS	0.5	0.5		93		
	T03340400-10	W HIST	SS	1	1		77	79	78
	T03340400-12	W HIST	LC	1	1		77	79	
	T1290051-7	PATHCC1	EL	0.5	0.5		77		
	T1290052-3	PATHCC2	EL	0.5	0.5			73	
	T13020600-7	ANATPHYS	SC	1	1		88	93	91

1. Remove the class



1. Final





PEIMS.Support@texanscan.org