

# Individual Graduation Committee IGC in SMS For APs and Principals

Fernando Marino  
January 26, 2021



Eulises Arreola

Student ID: 65418

Inactive ⊘

Withdrawal Date: 11/20/2020

Withdrawal Reason: 98

N/A



Average Campus Attendance 0%



Goal 15%

Campus Name: 002-Dallas Can Charter-Oak Cliff    Advisor: Taye Beal-Spikes    First Yr Entered Grade 09: 2017

Grade Level: 12    Enrolled Since: 8/31/2020    Status: Non-Accountable Student    Student Type: College Hours

Graduating in the current year

MEASURABLE

TRACKABLE

WELLNESS

STUDENT PROFILE

CREDITS

GRADUATION

DOCUMENTS

TESTS/SCHEDULING

Edit Student

Student Type \*

College Hours

First Name \*

Eulises

Middle Name

Ismael

Last Name \*

Arreola

Birth Month \*

October

Birth Day \*

6

Birth Year \*

2001

Gender \*

Male

Student Id \*

65418

Grade Level \*

12

Enrollment Date \*

08/31/2020

Graduation Date \*

06/01/2021

☒ Graduating in the current year

☒ Graduating with IGC

Physical Address

1105 Estrella 241

Physical City

Dallas

Physical State

Texas

Physical Postal Code

Physical Postal Code

Home Phone

2146696366

Campus \*

002-Dallas Can Charter-Oak Cliff

SPED Student

No

Primary Contact \*

Relationship \*

Contact Phone \*

# Must Have



- Student MUST be Active in SMS for at least 5 days
- Student must be in 12th Grade
- Student must be completing all the requirements towards to graduation.
- Students MUST be in the last semester of their graduating school year.
- IGC process can be started but unless above items are completed the students **may not finish**.

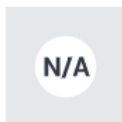
Eulises Arreola

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Grade Level: 12    Enrolled Since: 8/31/2020    Status: Non-Accountable Student    Student Type: College Hours

Graduating in the current year

Note: Under ICG Review

MEASURABLE

TRACKABLE

WELLNESS

STUDENT PROFILE

CREDITS

IGC

GRADUATION

DOCUMENTS

TESTS/SCHEDULING

## Individual Graduation Committee

Expand/Collapse All

	1. Eligibility	 Completed	Notes
	2. Setting Up Initial Meeting & Committee	 Completed	Notes
	3. Initial Meeting	 Completed	Notes
	4. Final Meeting	 Completed	Notes
	5. Corporate Approval	 Completed	Notes

# Eligibility

- Student MUST be Active in SMS for at least 5 days
- Student must be in 12th Grade
- Student must be completed all the requirements towards graduation.
- Test Scores MUST be in the system.
- Use TAMS PDF to upload documents in the system
- Choose an option for each test
- Upload documentation depending on the option chosen for each test.
- Click Update
- Click Verify Eligibility
- Eligibility result will be displayed in GREEN as long the student qualifies
- The next tab will open once all the requirement in this tab are fulfilled



## Individual Graduation Committee

Expand/Collapse All

### 1. Eligibility

First Enrolled in 9th Grade after 2010-2011

✓ Verified

✓ 5/25/2020 11:28:04 AM  
Moon Rachel

0 Notes

Active Student Enrolled for more than 5 Days

✓ Verified

✓ 5/25/2020 11:28:04 AM  
Moon Rachel

0 Notes

Student currently in 12th grade

✓ Verified

✓ 5/25/2020 11:28:04 AM  
Moon Rachel

0 Notes

English I 3659 IGCDuetoCOVID19

Final Committee Yesenia Project.pdf

✓

5/25/2020 11:27:57 AM  
Moon Rachel

0 Notes

English II 3600 IGCDuetoCOVID19

Final Committee Yesenia Project.pdf

✓

5/25/2020 11:27:57 AM  
Moon Rachel

0 Notes

Algebra I 3970 ParticipatedPassed

Test Results Page - Parent\_Student Portal.pdf

✓

5/25/2020 11:27:57 AM  
Moon Rachel

0 Notes

US History 3550 ParticipatedPassed

No File Uploaded

✓

5/25/2020 11:27:57 AM  
Moon Rachel

0 Notes

Biology 3847 ParticipatedPassed

No File Uploaded

✓

5/25/2020 11:27:57 AM  
Moon Rachel

0 Notes

Verify Eligibility

Eligibility Results

Student confirmed eligible for IGC on 5/25/2020 for English I & English II.

✓ 5/25/2020 11:28:04 AM  
Moon Rachel

0 Notes

### + 2. Setting Up Initial Meeting & Committee

✓ Completed

Notes

### + 3. Initial Meeting

✓ Completed

Notes

### + 4. Final Meeting

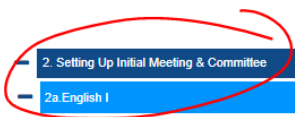
✓ Completed

Notes

### + 5. Corporate Approval

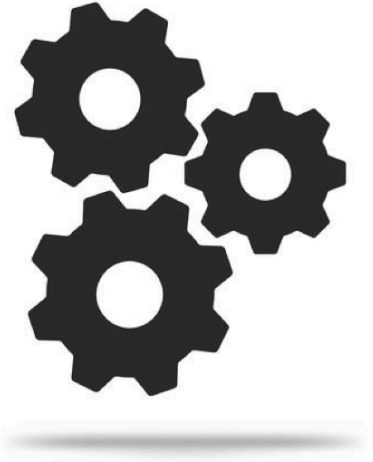
✓ Completed

Notes





2. Setting Up Initial Meeting & Committee			✓ Completed	Notes
2a. English I			✓ Completed	
Date Of Meeting*	01/29/2020		✓ 5/25/2020 11:32:02 AM Moon Rachel	0 Notes
Meeting Time*	1:00 PM		✓ 5/25/2020 11:32:02 AM Moon Rachel	0 Notes
Meeting Location*	Campus	Room #: 105	✓ 5/25/2020 11:32:02 AM Moon Rachel	0 Notes
Parent/Student (if 18) Name*	Yesenia Carlos Rojas	09004@student.texanscan.org	✓ 5/25/2020 11:32:02 AM Moon Rachel	0 Notes
Translator Required?*	No	Name		
		Phone	✓ 5/25/2020 11:32:02 AM Moon Rachel	0 Notes
		Email		
Send request in which language?*	English		✓ 5/25/2020 11:32:02 AM Moon Rachel	0 Notes
Meeting confirmation expected by*	01/27/2020		✓ 5/25/2020 11:32:02 AM Moon Rachel	0 Notes
Committee				
Principal Name & Email*	Alba Marrero	amarrero@texanscan.org	✓ 5/25/2020 11:32:02 AM Moon Rachel	0 Notes
Assistant Principal Name & Email*	Rachel Moon	rmoon@texanscan.org	✓ 5/25/2020 11:32:02 AM Moon Rachel	0 Notes
Department Chair*	Melinda Bryant	mbryant@texanscan.org	✓ 5/25/2020 11:32:03 AM Moon Rachel	0 Notes
Teacher*	Julia Therrell	jtherrell@texanscan.org	✓ 5/25/2020 11:32:03 AM Moon Rachel	0 Notes
Advisor*	Vianey Perez	viperez@texanscan.org	✓ 5/25/2020 11:32:03 AM Moon Rachel	0 Notes
Other	Name	Email Address		0 Notes
Other	Name	Email Address		0 Notes
Invite Committee			✓ 5/25/2020 11:34:24 AM Moon Rachel	0 Notes
Generate Documents	Click for full Doc History			
	Parent_Notification_05252020_113504.pdf		✓ 5/25/2020 11:35:05 AM Moon Rachel	0 Notes
	Conf_Participation_05252020_113505.pdf		✓ 5/25/2020 11:35:05 AM Moon Rachel	0 Notes
Upload Signed Letter	Initial Mtg Yesenia.pdf		✓ 5/25/2020 11:34:53 AM Moon Rachel	0 Notes

# Setting Up



- This task MUST be done for each IGC Project.
- All fields MUST be completed.
- Notes can be added.
- Keep Updating Constantly
- Accuracy of email address is important, the system will notify everyone by email, once you click invite.
- The date of meeting confirmation expected must be before the date of the actual meeting.
- Once you complete all the fields, click update.
- Always Update - Invite - Generate
- Invite everyone and Generate Documents
- These documents will be generated in Spanish or English depending your selection on “Send request language” question.
- Upload the signed Documents for the set up with all signatures on the field requesting them.
- If the student has more than one project you repeat the steps above for each project
- Once you finish with all projects you can go to next tab.



2b. English II			✓	Completed			
Date Of Meeting*	01/29/2020		✓	5/25/2020 11:37:18 AM Moon Rachel	0 Notes		
Meeting Time*	1:00 PM		✓	5/25/2020 11:37:18 AM Moon Rachel	0 Notes		
Meeting Location*	Campus	Room #.	105	✓	5/25/2020 11:37:18 AM Moon Rachel	0 Notes	
Parent/Student (if 18) Name*	Yesenia Carlos Rojas	09004@student.texanscan.org		✓	5/25/2020 11:37:18 AM Moon Rachel	0 Notes	
Translator Required?*	No	Name					
		Phone		✓	5/25/2020 11:37:18 AM Moon Rachel	0 Notes	
		Email					
Send request in which language?*	English			✓	5/25/2020 11:37:18 AM Moon Rachel	0 Notes	
Meeting confirmation expected by*	01/27/2020			✓	5/25/2020 11:37:18 AM Moon Rachel	0 Notes	
Committee							
Principal Name & Email*	Alba Marrero	amarrero@texanscan.org		✓	5/25/2020 11:37:18 AM Moon Rachel	0 Notes	
Assistant Principal Name & Email*	Rachel Moon	rmoon@texanscan.org		✓	5/25/2020 11:37:18 AM Moon Rachel	0 Notes	
Department Chair*	Melinda Bryant	mbryant@texanscan.org		✓	5/25/2020 11:37:18 AM Moon Rachel	0 Notes	
Teacher*	Julia Therrell	jtherrell@texanscan.org		✓	5/25/2020 11:37:18 AM Moon Rachel	0 Notes	
Advisor*	Vianey Perez	viperez@texanscan.org		✓	5/25/2020 11:37:18 AM Moon Rachel	0 Notes	
Other	Name	Email Address				0 Notes	
Other	Name	Email Address				0 Notes	
	Invite Committee			✓	5/25/2020 11:37:31 AM Moon Rachel	0 Notes	
Generate Documents							
	Click for full Doc History						
	Parent_Notification_05252020_113738.pdf			✓	5/25/2020 11:37:39 AM Moon Rachel	0 Notes	
	Conf_Participation_05252020_113738.pdf			✓	5/25/2020 11:37:39 AM Moon Rachel	0 Notes	
Upload Signed Letter	Initial Mlg Yesenia.pdf			 	✓	5/25/2020 11:38:04 AM Moon Rachel	0 Notes

# Initial Meeting

- This task MUST be done for each IGC Project
- All fields MUST be completed
- Notes can be added
- Failing dates for the Test must be in the past
- Some of the committee recommendations required documents as well some information in the consideration column
- AP MUST type their name on the confirmation boxes
- Always Click UPDATE first
- Click Generate Documents
- Upload the signed Documents from the meeting with all signatures on the field requesting them. All signatures should be dated the same date of the meeting.
- If the student has more than 1 project you repeat the steps above for each project
- Once you finish with all projects you can go to next tab.



3. Initial Meeting

CompletedNotes

3a.English I

Completed

























Subject	Latest Score	Date 1st Unsuccessful Attempt		Date 2nd Unsuccessful Attempt			
English I	3659	04/11/2017		04/09/2019		5/25/2020 12:01:14 PM	0 Notes


Y= Yes, has been considered and meets district requirements for graduation  
N= No, has been considered and does not meet district requirements for graduation  
N/A= Not assessed, or does not apply

Committee Recommendations



Part 1

Yes	No	N/A	Considerations	Notes	Document Upload										
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Recommendations of the teachers in the course where an EOC test was failed		No File Uploaded		5/25/2020 11:52:10 AM Moon Rachel								
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Grades in each of the courses where an EOC test was failed	Transcript included	Yesenia Carlos Transcript.pdf		5/25/2020 11:53:45 AM Moon Rachel								
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Scores on relevant failed EOC tests (including retests)	Copy of EOC results	Test Results Page - Parent_Student Portal.pdf		5/25/2020 11:53:45 AM Moon Rachel								
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student performance on additional academic requirements		No File Uploaded		5/25/2020 11:52:10 AM Moon Rachel								
<input checked="" type="radio"/>			Hours of remediation attended, including college preparatory courses (Chapter 39.025(b-2)) <input type="text" value="40"/>	Creative Writing .5	Yesenia Carlos Transcript.pdf		5/25/2020 11:52:10 AM Moon Rachel								
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Hours of remediation Including attendance and successful completion of transitional college course on reading or math. <input type="text" value="Hours"/>		No File Uploaded		5/25/2020 11:52:10 AM Moon Rachel								
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	School attendance rate (Attach attendance record from SIS)		No File Uploaded		5/25/2020 11:52:10 AM Moon Rachel								
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<table><tr><td>TSI college readiness benchmarks set by the THECB</td><td>Score</td></tr><tr><td>Math</td><td>Score</td></tr><tr><td>Reading</td><td>Score</td></tr><tr><td>Writing</td><td>Score</td></tr></table>	TSI college readiness benchmarks set by the THECB	Score	Math	Score	Reading	Score	Writing	Score		No File Uploaded		5/25/2020 11:52:10 AM Moon Rachel
TSI college readiness benchmarks set by the THECB	Score														
Math	Score														
Reading	Score														
Writing	Score														
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Successful completion of a dual credit course in one of the four core subject areas: Course(s): (Attach College transcript)		No File Uploaded		5/25/2020 11:52:10 AM Moon Rachel								
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Successful completion of Pre-AP, AP, or IB program course in one of the four cores subject areas Course(s): <input type="text" value="Course names"/>		No File Uploaded		5/25/2020 11:52:10 AM Moon Rachel								
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	An "Advanced High" composite rating on the most recent high school administration of TELPAS (if applicable)		No File Uploaded		5/25/2020 11:52:10 AM Moon Rachel								
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	A score of 50 or better on a CLEP test Course(s):		No File Uploaded		5/25/2020 11:52:10 AM Moon Rachel								

<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Scores on ACT, SAT, or ASVAB tests (Attach official scores):	Score			No File Uploaded	 	 5/25/2020 11:52:10 AM Moon Rachel
			SAT	Score					
			ACT	Score					
			TSIA cut scores	Score					
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Completion of a sequence of CTE program courses required to attain an industry-recognized credential or certificate (Attach high school transcript): <input type="text" value="Cert name"/>				No File Uploaded	 	 5/25/2020 11:52:10 AM Moon Rachel
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Overall preparedness for postsecondary success:				No File Uploaded	 	 5/25/2020 11:52:10 AM Moon Rachel
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Any other academic information that the school board requires IGCs to consider				No File Uploaded	 	 5/25/2020 11:52:10 AM Moon Rachel
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Accommodations noted from SPED, 504, or RTI? If yes, please state in notes and attach documentation.:				No File Uploaded	 	 5/25/2020 11:52:10 AM Moon Rachel
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Portfolio				No File Uploaded	 	 5/25/2020 11:52:10 AM Moon Rachel
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Course				No File Uploaded	 	 5/25/2020 11:52:10 AM Moon Rachel
<input type="radio"/>			Project				Final Committee Yesenia Project.pdf	 	 5/25/2020 11:52:10 AM Moon Rachel


This committee hereby deems that the subject of this individual Graduation Committee (IGC) Yesenia Carlos Rojas has met requirements set forth by the Texans Can Academies, and is therefore eligible for graduation
 5/25/2020 11:52:10 AM  
Moon Rachel

This committee hereby deems that the subject of this individual Graduation Committee (IGC) ) Yesenia Carlos Rojas has NOT met requirements set forth by the Texans Can Academies, and is therefore NOT eligible for graduation via Individual Graduation Committee (IGC)

Projected Completion Date

 5/25/2020 11:52:10 AM  
Moon Rachel

Projected Graduation Date

 5/25/2020 11:55:26 AM  
Moon Rachel

Initial\_Meeting\_05252020\_120555.pdf
 5/25/2020 12:05:56 PM  
Moon Rachel

Upload Signed Initial Meeting Doc Initial Mtg Yesenia.pdf
   5/25/2020 12:06:14 PM  
Moon Rachel

# Final Meeting

- This task **MUST** be done for each of the IGC Projects
- All fields **MUST** be completed
- **BE SURE THAT STUDENT SECTION 3: “TRANSCRIPTS VERIFICATION” UNDER GRADUATION TAB IS COMPLETED BEFORE YOU COMPLETE THIS TAB**
- Choose the date of the Final Meeting
- Generate the Documents
- **UPLOAD THE SIGNED FINAL MEETING FORM & PROJECT**
- AP must type the name in the box for recommending or not recommending the IGC for Graduation
- Click Update
- If the student has more than 1 project you repeat the steps above for each project
- Once you finish the IGC will go to Corporate Approval



#### 4. Final Meeting

✓ Completed Notes

##### 4a. English I

✓ Completed

Date of Final Meeting\*

03/12/2020



✓ 5/25/2020 12:07:01 PM  
Moon Rachel 0 Notes

Generate Documents

Final\_Meeting\_05252020\_120711.pdf

✓ 5/25/2020 12:07:12 PM  
Moon Rachel 0 Notes

Upload Signed Final Doc\*

Final Mtg Yesenia Carlos.pdf



✓ 5/25/2020 12:07:32 PM  
Moon Rachel 0 Notes

Upload Student Project\*

Final Committee Yesenia Project.pdf



✓ 5/25/2020 12:07:48 PM  
Moon Rachel 0 Notes

Rachel Moon

It is the unanimous recommendation of this committee that Yesenia Carlos Rojas does graduate on 6/18/2020.

✓ 5/25/2020 12:10:06 PM  
Moon Rachel 0 Notes

Full Name

It is the unanimous recommendation of this committee that Yesenia Carlos Rojas does NOT graduate on 6/18/2020.

0 Notes

##### 4b. English II

✓ Completed

Date of Final Meeting\*

03/12/2020



✓ 5/25/2020 12:10:46 PM  
Moon Rachel 0 Notes

Generate Documents

Final\_Meeting\_05252020\_121056.pdf

✓ 5/25/2020 12:10:57 PM  
Moon Rachel 0 Notes

Upload Signed Final Doc\*

Final Mtg Yesenia Carlos.pdf



✓ 5/25/2020 12:12:16 PM  
Moon Rachel 0 Notes

Upload Student Project\*

Final Committee Yesenia Project.pdf



✓ 5/25/2020 12:11:39 PM  
Moon Rachel 0 Notes

Rachel Moon

It is the unanimous recommendation of this committee that Yesenia Carlos Rojas does graduate on 6/18/2020.

✓ 5/25/2020 12:12:29 PM  
Moon Rachel 0 Notes

Full Name

It is the unanimous recommendation of this committee that Yesenia Carlos Rojas does NOT graduate on 6/18/2020.

0 Notes

# Corporate Approval

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- Corporate will approve the project based on:
- All Documents have the required signatures from Doccentral. During COVID19 some files could have actual signatures and this will be accepted.
- Student Eligibility is an important step and will be verified by Corporate
- Committee Recommendations are logical, fulfill students graduation path and unbiased
- Projects MUST be completed
- Approved projects from the district were used during the process
- All Students' Scores MUST match with Student Information System and TAMS
- Signatures "On behalf of" won't be accepted

