Duplicate Credits PRINT THIS AND READ IT

Credits acquired at TCA Current Year	Credits acquired at TCA Prior Current Year	Credits acquired at Different School District
Credit Recovery: Do not Change	Credit Recovery: Do not Change	Label as Duplicate (Data Clerk)
Regular Classes: Do Not Change	Regular Classes: Move it to Local Credit (Academic Advisor)	Label as Duplicate (Data Clerk)

Version 2 Updated by on 01-14-2022

Duplicate Credits

Data Clerk and Academic Advisors Training

Fernando Marino

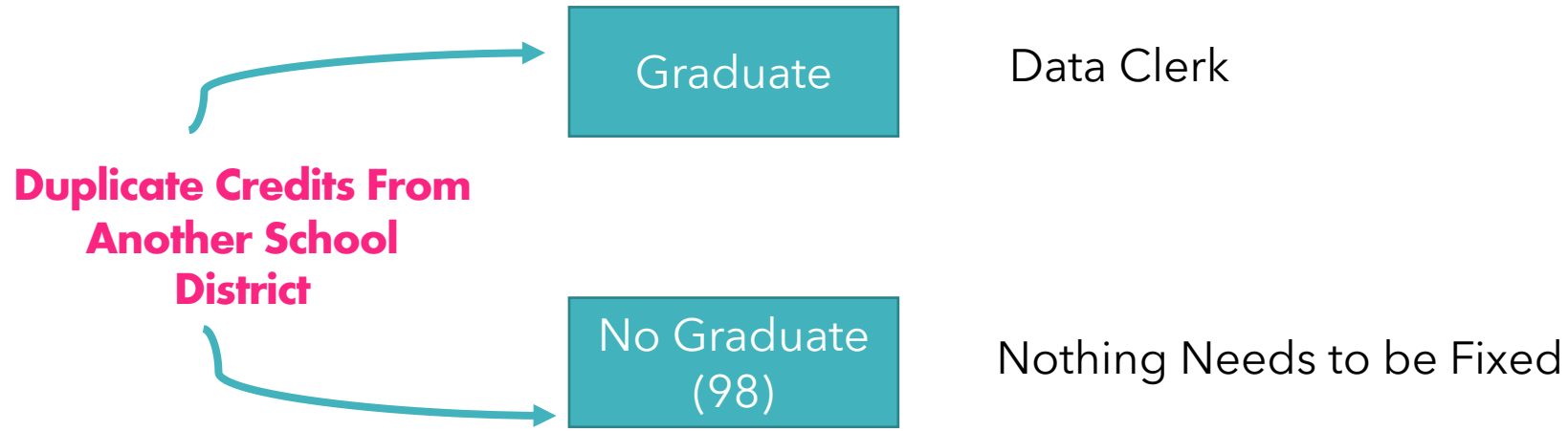
January 21, 2020

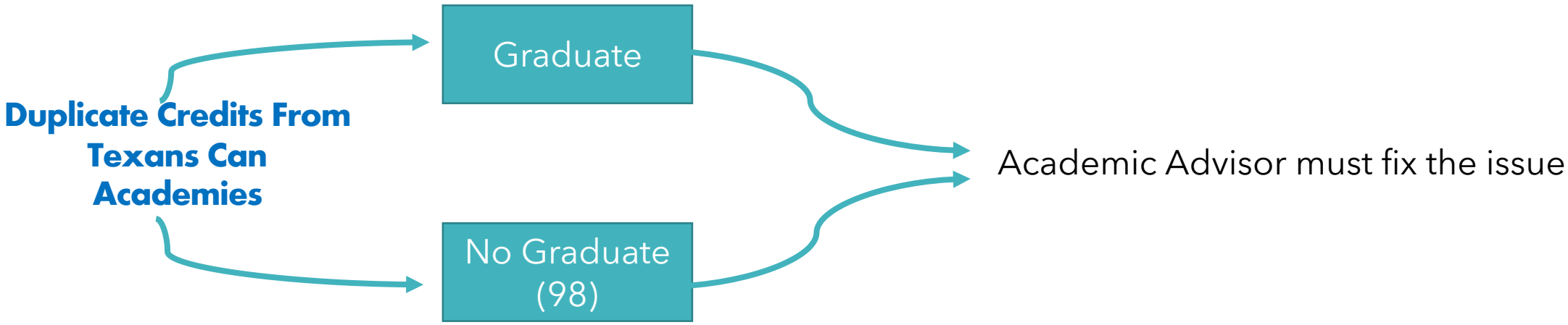
Duplicate Credits From Another School District

Data Clerks Labeling

Duplicate Credits From Texans Can Academies

Academic Advisors Moving to Local


Graduate
Data Clerk
Duplicate Credits From Another School District
No Graduate (98)
Nothing Needs to be Fixed


Graduate
Duplicate Credits From Texans Can Academies
Academic Advisor must fix the issue
No Graduate (98)

Department: English Language Arts

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

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	S1	Code	S2	Code	Course Ir AV	CR
2016-2017	ENG 1	71*		61			.00
2016-2017	READ1	72*		69			.00
2017-2018	ENG 1	58		45			.00
2017-2018	ENG 2	63		57			.00
2018-2019	ENG 1a	73					.50
2018-2019	ENG 1b			81			.50
2018-2019	ENG 2	63		52			.00
2018-2019	ENG 2a	73					.50
2018-2019	ENG 2b			75			.50
2018-2019	ENG 3	69		70			.50
2019-2020	ENG 3a						
2019-2020	ENG 3b						
2019-2020	ENG 4						

Department: English Language Arts

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

Department: English Language Arts

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

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

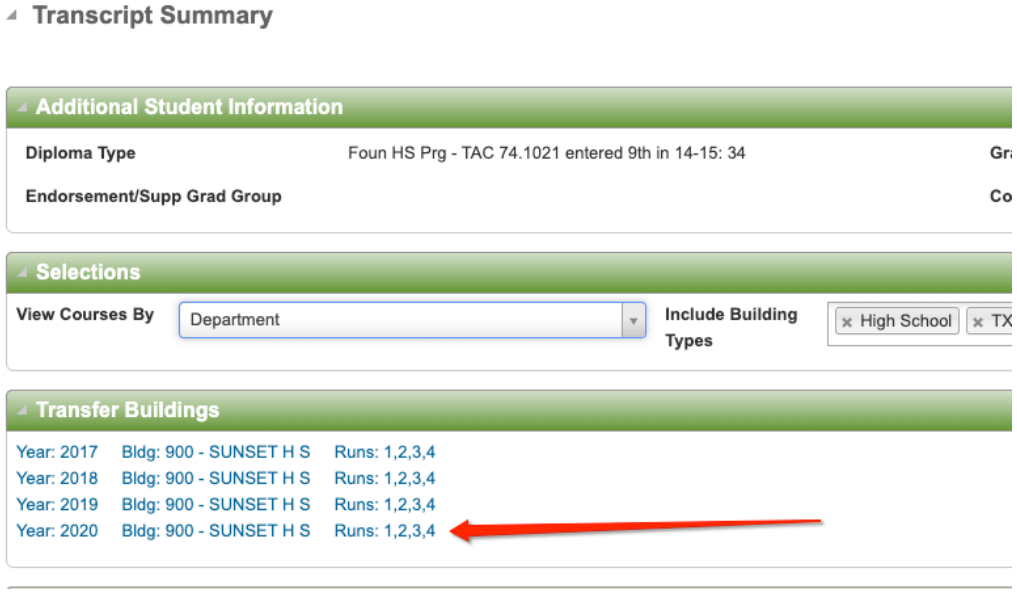
Labeling Half Duplicate Credit and Graduate

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	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

Labeling Half Duplicate Credit and Graduate

1



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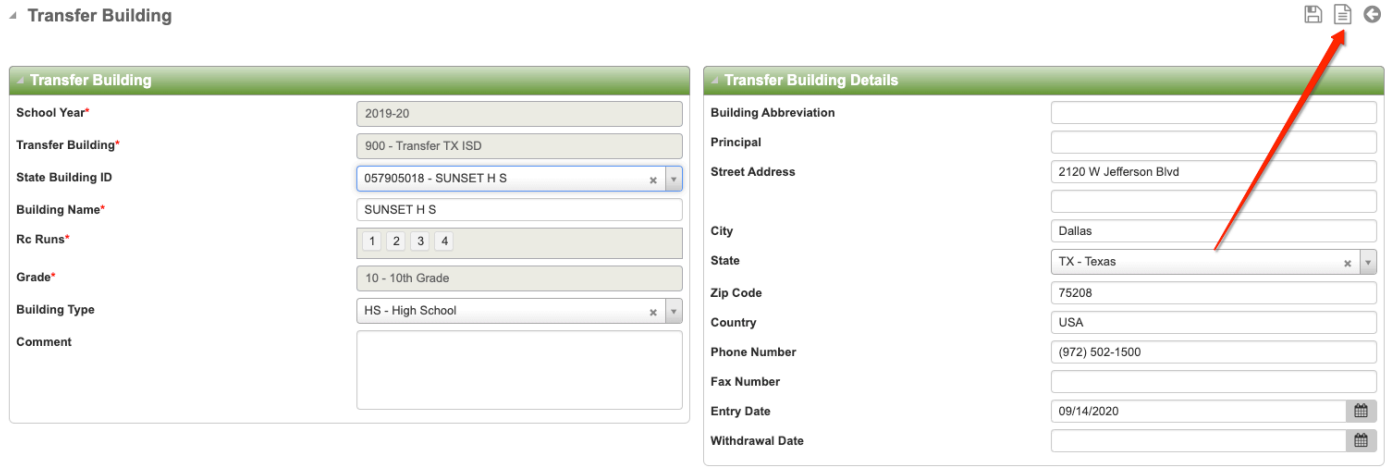
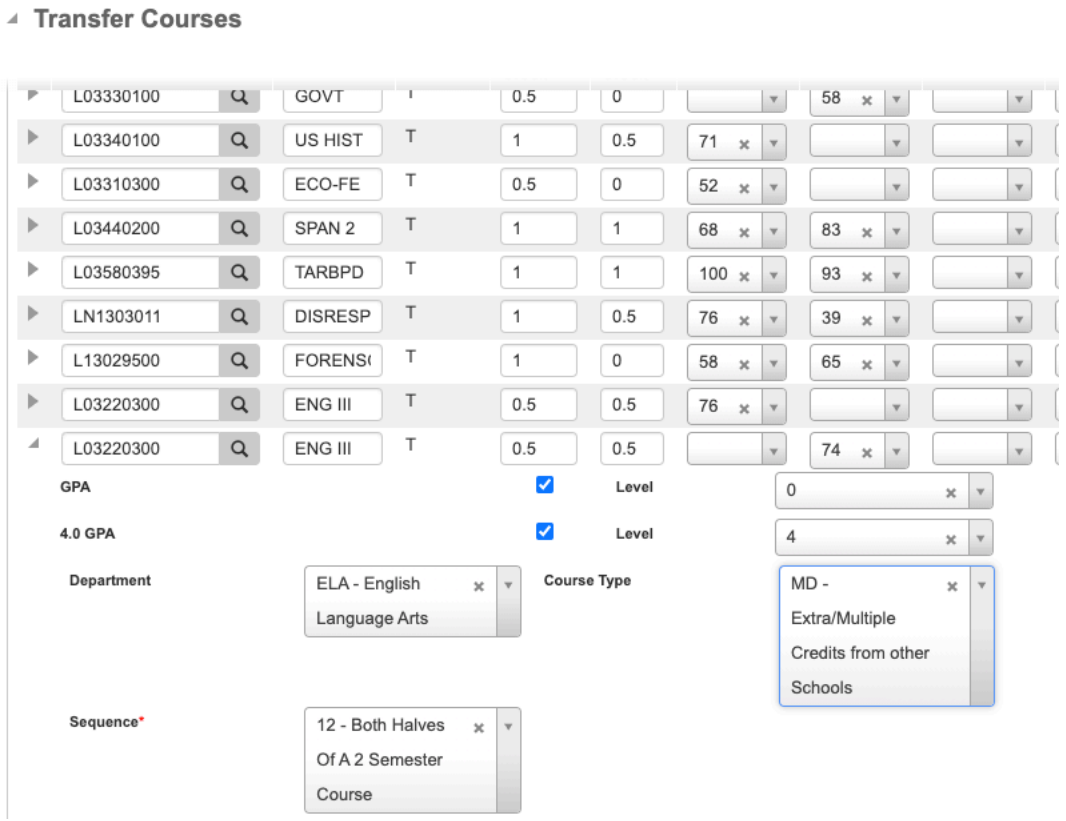


Labeling Half Duplicate Credit and Graduate

3



Labeling - One Duplicate Credit – Never Graduate

2017-2018 057905018-Sunset High School

Eng/Lang Arts	Course	S1	Code	S2	Code	Course Ir AV	CR
2016-2017	ENG 1	71*		61			.00
2016-2017	READ1	72*		69			.00
2017-2018	ENG 1	58		45			.00
2017-2018	ENG 2	63		57			.00
2018-2019	ENG 1a	73					.50
2018-2019	ENG 1b			81			.50
2018-2019	ENG 2	63		52			.00
2018-2019	ENG 2a	73					.50
2018-2019	ENG 2b			75			.50
2018-2019	ENG 3	69		70			.50
2019-2020	ENG 3a						
2019-2020	ENG 3b						
2019-2020	ENG 4						

Department: English Language Arts

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

Department: English Language Arts

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

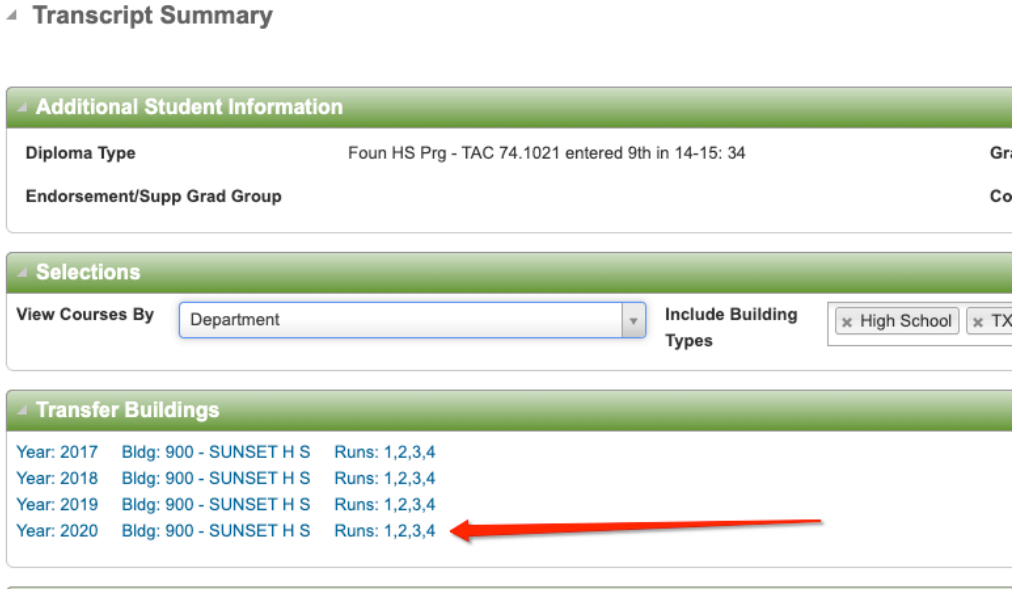
Department: English Language Arts

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	MD	74	MD		1
2020	057905018	03220400	ENG 4	71		78			1

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

Labeling Half Duplicate Credit and Graduate

1



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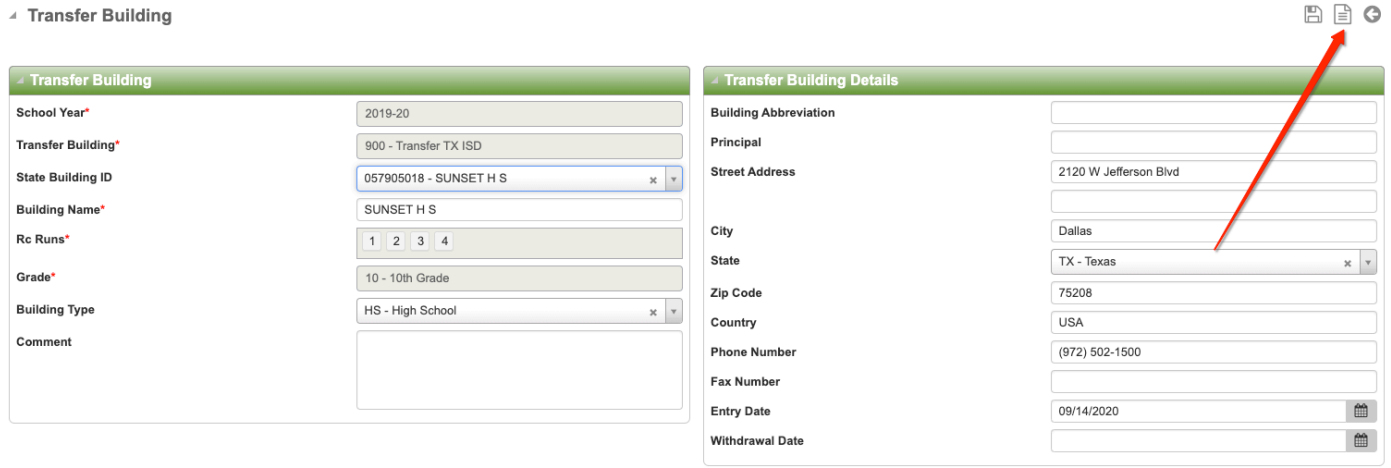
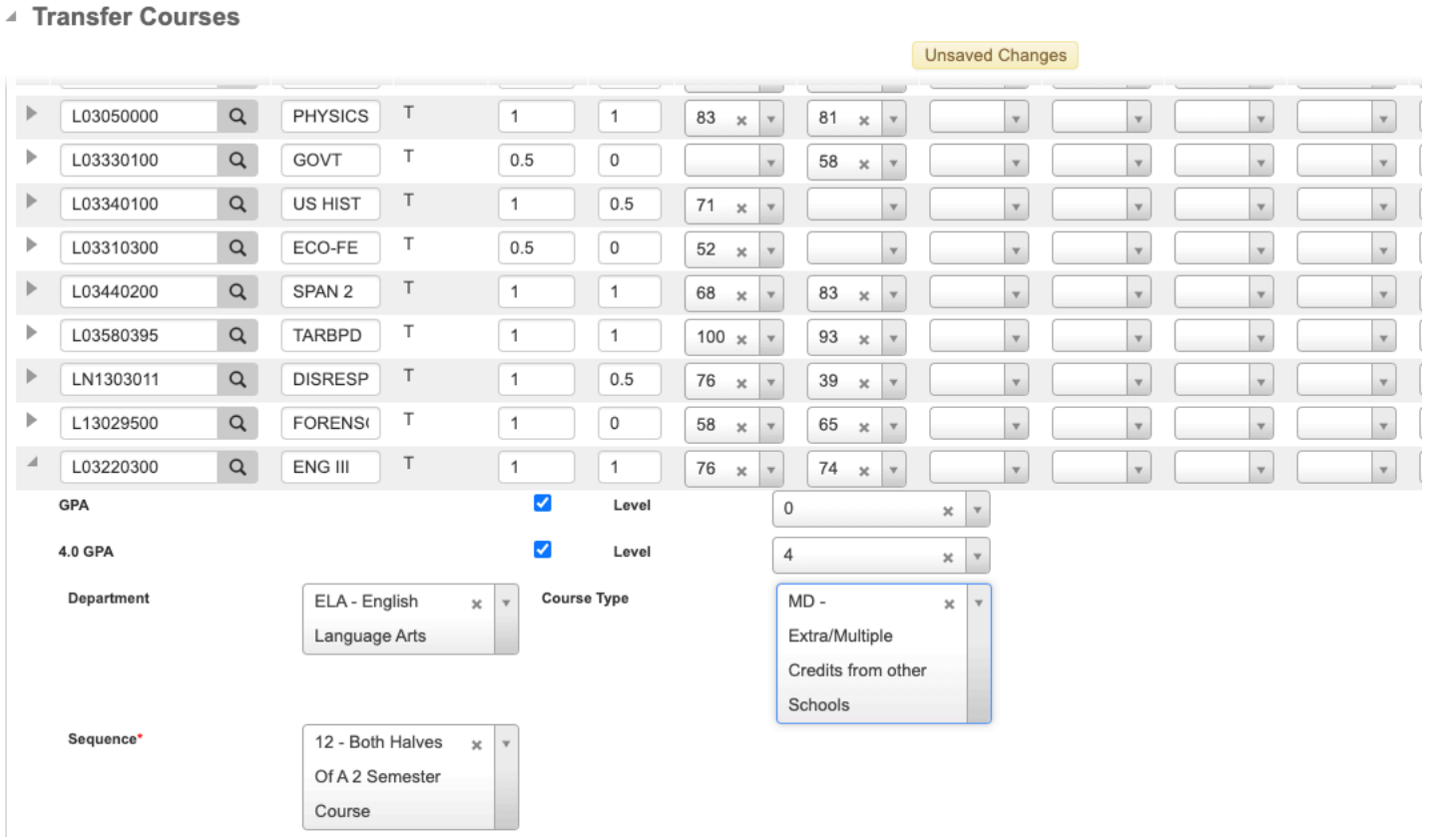


Labeling Half Duplicate Credit and Graduate

3



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		80		81		1
2018	057913001	03220200	ENG 2	65	Q	82	Q	74	Q	1
2020	057804002	03220300	ENG 3	93		93		93		1
2020	057804002	03220400	ENG 4	92		98		95		1
2020	057804002	03220300	ENG 3			90		90		0.5

Department: Science

Year	Building	Course		Seq 1		Seq 2		Avg	Credit
2017	057913001	03010200	BIO	60		85		73	1
2018	057913001	03040000	CHEM	70		76		73	1
2020	057804002	03050000	PHYSICS						0
2020	057804002	T03060201	IPC	85	*	91		88	0.5
2020	057804002	03050000	PHYSICS			97			0.5

Department: Health

Year	Building	Course		Seq 1		Seq 2		Avg	Credit
2016	057913041	03810100	HLTH ED	82	J				0.5

Department: Other Languages

Year	Building	Course		Seq 1		Seq 2		Avg	Credit
2017	057913001	03440100	SPAN 1	87		80		84	1
2018	057913001	03410100	FREN 1	80		77		79	1
2018	057913001	03440200	SPAN 2	60		62		61	0
2021	057804002	03440200	SPAN 2	87	Z				0.5
2021	057804002	03440200	SPAN 2			83	Z		0.5

Department: CTE

Year	Building	Course		Seq 1		Seq 2		Avg	Credit
2016	057913041	13027200	PRINIT	74	J				0.5
2017	057913001	13009900	PROFCOMM	91		91			1
2017	057913001	13020200	PRINHLSC	82					0.5

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		Seq 1		Seq 2		Avg	Credit
2017	057913001	03340400	W HIST	80		83		82	1
2020	057804002	03340100	US HIST	86		85		86	1
2020	057804002	03380002	SPTSS	87					0.5
2020	057804002	03380022	SPTSS2			100			0.5
2020	800	03330100	GOVT	87	R				0.5
2020	800	03310300	ECO-FE	87	R				0.5

Department: PE/Equivalent

Year	Building	Course		Seq 1		Seq 2		Avg	Credit
2017	057913001	PES00052	PEFOUND	97		100		99	1

Department: Fine Arts

Year	Building	Course		Seq 1		Seq 2		Avg	Credit
2018	057913001	03250500	TH1TECH	79		67		73	0.5
2020	800	03500100	ART 1	90	R	93	R		1

Department: Local Credit

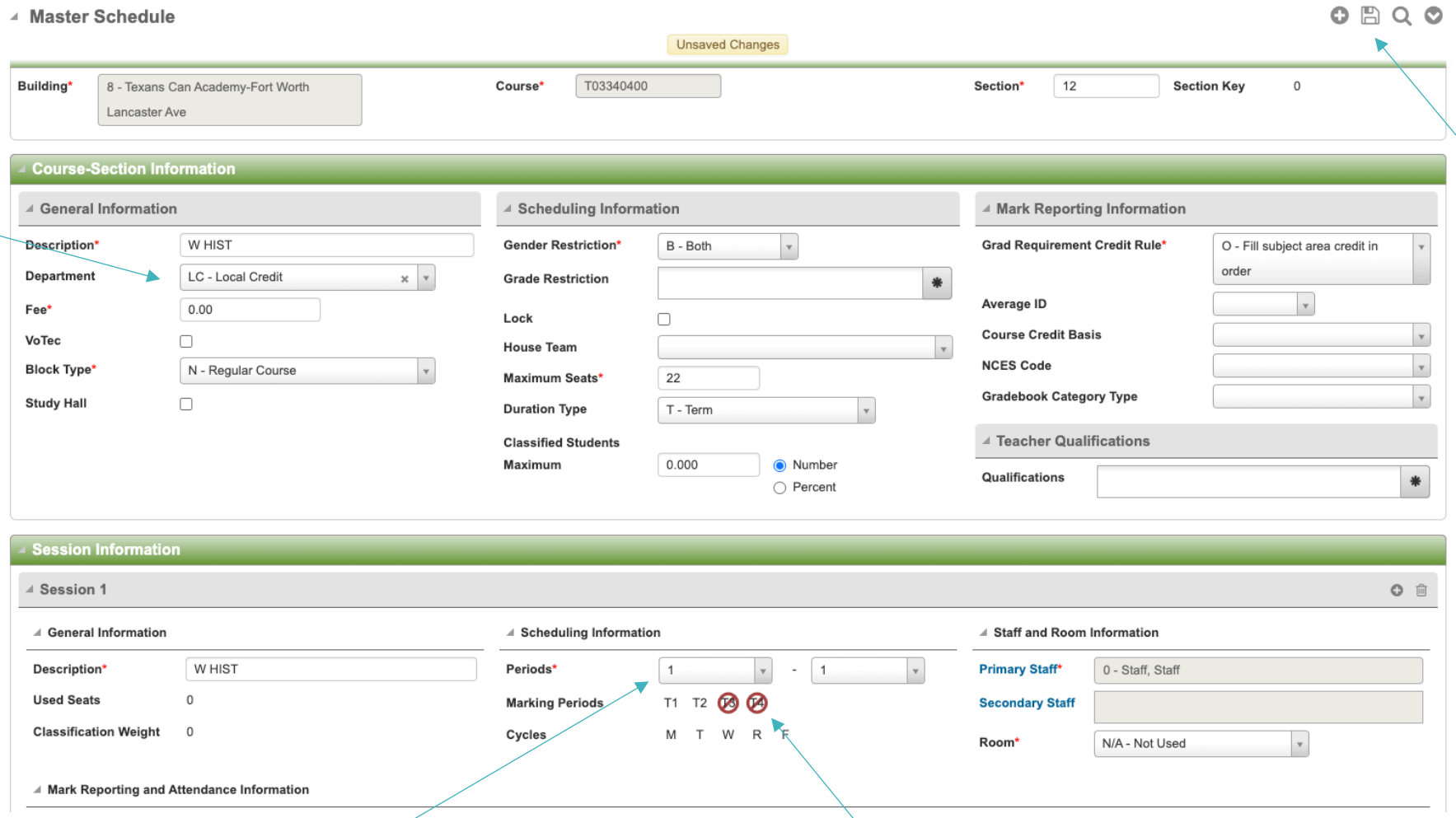
Year	Building	Course		Seq 1		Seq 2		Avg	Credit
2020	057804002	03220300	ENG 3			90			0.5

Moving Duplicate Credit to Local

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

Mark as local



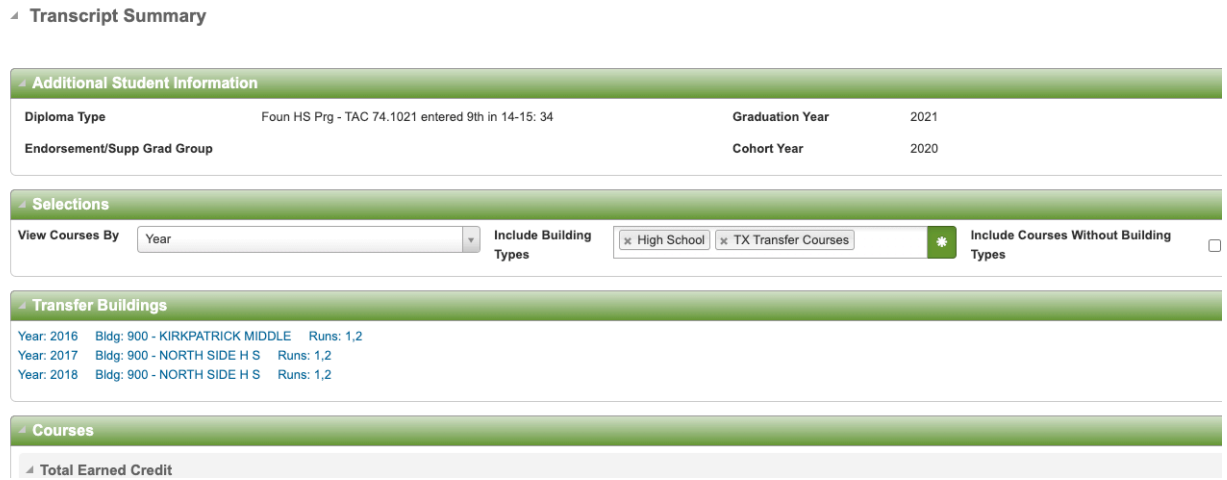
Last Step
SAVE

Periods 1 and 1

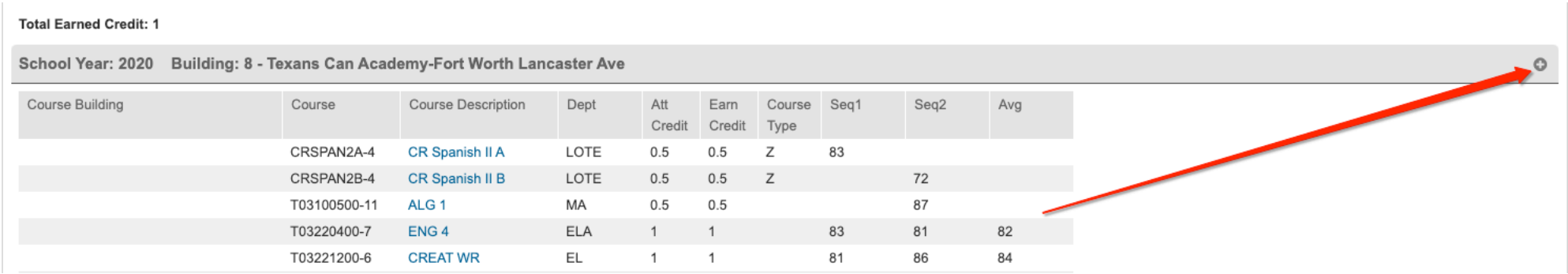
Unselect T3, T4

Moving Duplicate Credit to Local

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

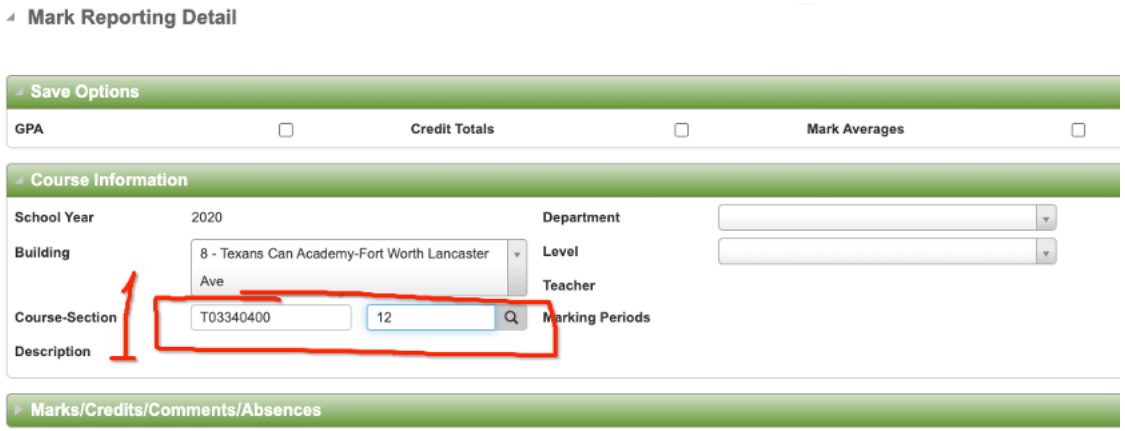


3. Find year and click plus



Moving Duplicate Credit to Local

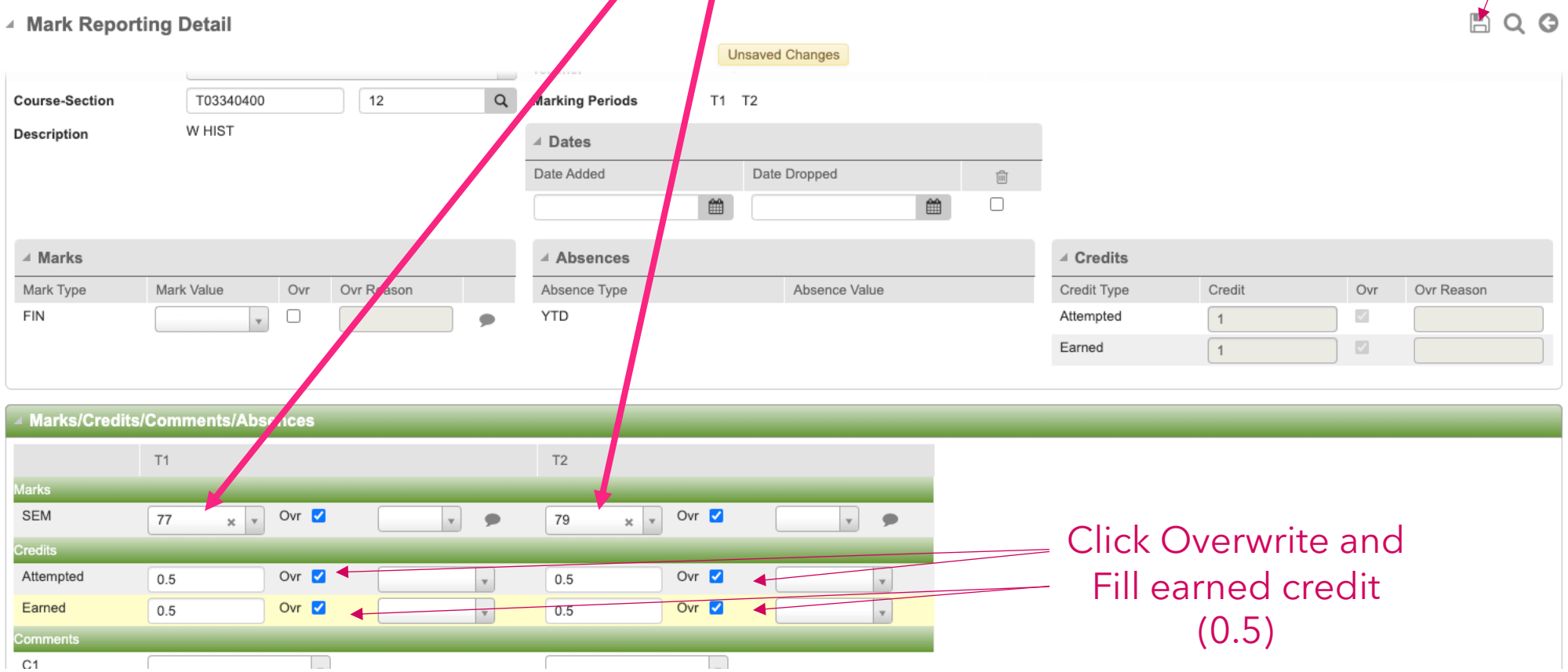
1. Type the Course and The Section, in this case will be T03340400, section 12 System will populate after you type



Moving Duplicate Credit to Local

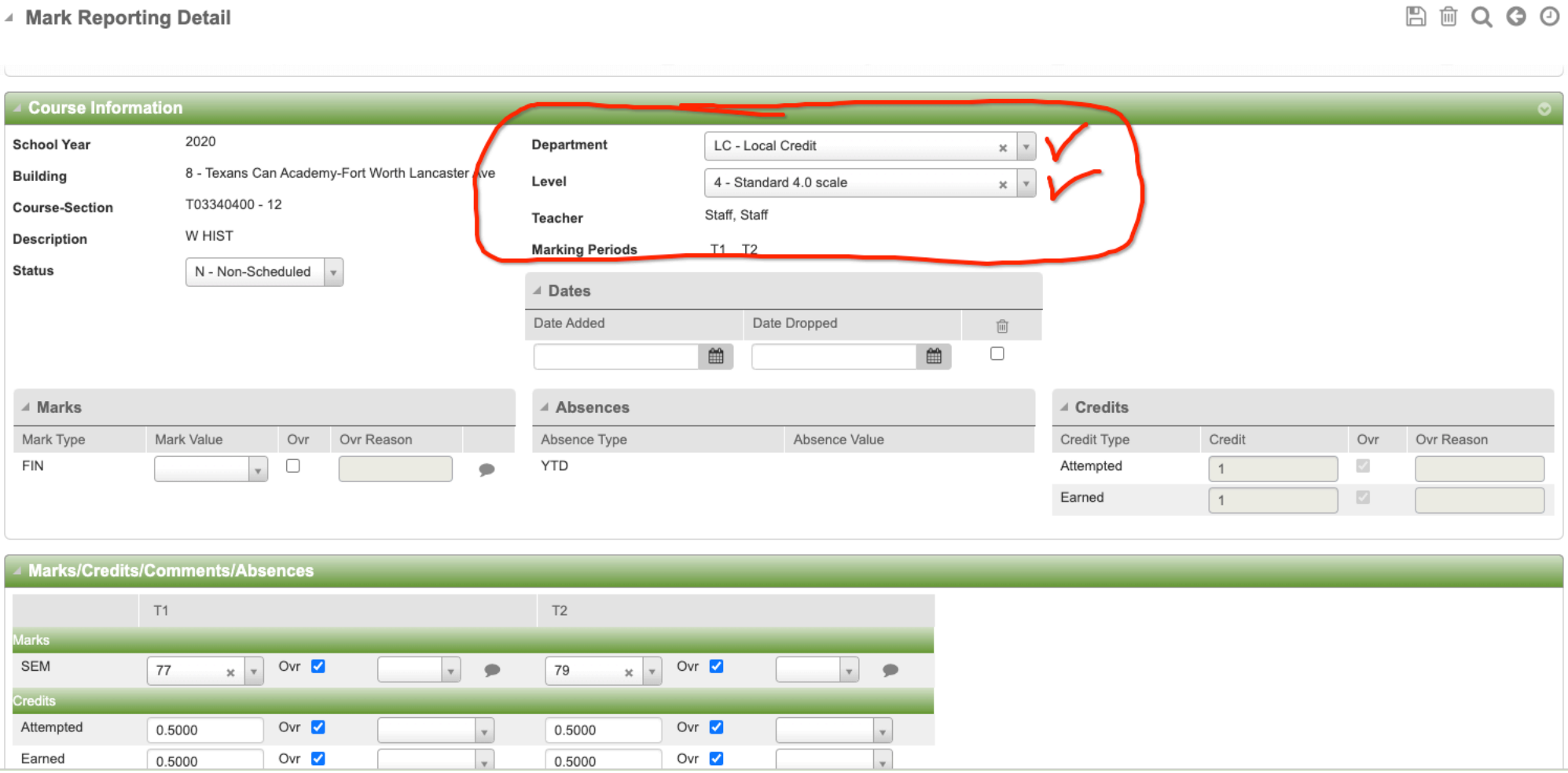
Year	Building	Course		Seq 1	Seq 2	Avg	Credit
2017	220905008	03320100	W GEO	81	80		1
2018	057804008	03340400	W HIST	78	75		1
2018	220905008	03340400	W HIST	66			0
2019	057804008	03340100	US HIST	73	81		1
2020	057804008	03330100	GOVT	93			0.5
2020	057804008	03310300	ECO-FE		93		0.5
2020	057804008	03340400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

Last Step
SAVE



Click Overwrite and
Fill earned credit
(0.5)

Moving Duplicate Credit to Local



Moving Duplicate Credit to Local

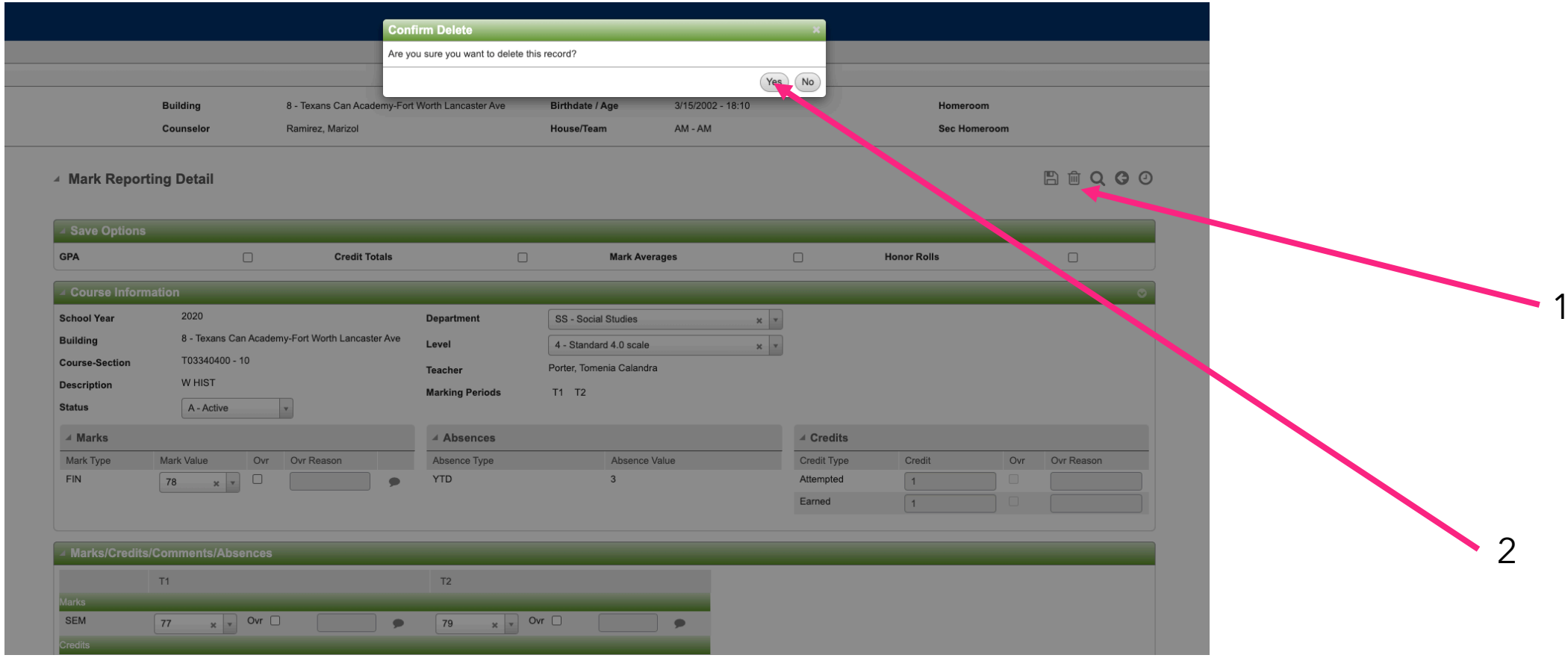
1. Go back to Student Transcript Summary
2. Be sure that Transcripts are organized by Year
3. Find the Double Class that you are going to remove (NO THE LOCAL LC)

School Year: 2020 Building: 8 - Texans Can Academy-Fort Worth Lancaster 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		
	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
	T03221200-6	CREAT WR	EL	1	1		81	86	84
	T03310[illegible]00-2	ECO-FE	SS	0.5	0.5			93	
	T03330100-[illegible]	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

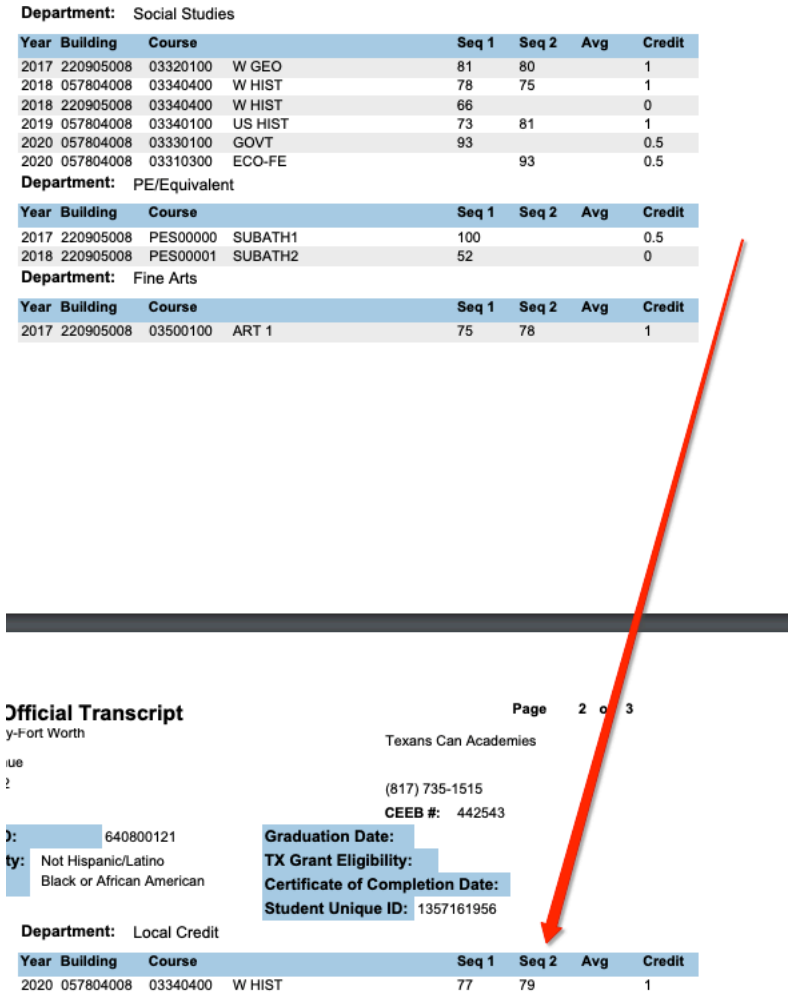
Moving Duplicate Credit to Local

1. Remove the class



Moving Duplicate Credit to Local

1. Final



Department: Social Studies

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

Department: PE/Equivalent

Year	Building	Course		Seq 1	Seq 2	Avg	Credit
2017	220905008	PES00000	SUBATH1	100			0.5
2018	220905008	PES00001	SUBATH2	52			0

Department: Fine Arts

Year	Building	Course		Seq 1	Seq 2	Avg	Credit
2017	220905008	03500100	ART 1	75	78		1

Official Transcript

Page 2 o 3

Texans Can Academies

(817) 735-1515

CEEB #: 442543

640800121

Not Hispanic/Latino

Black or African American

Graduation Date:

TX Grant Eligibility:

Certificate of Completion Date:

Student Unique ID: 1357161956

Department: Local Credit

Year	Building	Course		Seq 1	Seq 2	Avg	Credit
2020	057804008	03340400	W HIST	77	79		1

PEIMS.Support@texanscan.org