

STATE LAW:

Senate Bill 1108 requires the development, implementation, and maintenance of a personal graduation plan for each student in junior high, middle school, or high school who does not perform satisfactorily on an assessment instrument administered under Subchapter B, Chapter 39; or, who is not likely to receive a high school diploma before the fifth school year following the student's enrollment in grade 9 (as determined by the district) (TEC §28.0212).

DISTRICT DIRECTIVE:

The classroom teacher will provide input for the Personal Graduation Plan (PGP) using the District's Curriculum Management System.

CLASSROOM TEACHER OVERVIEW

It is easy to complete the classroom teacher part of PGPs with a few clicks of the computer mouse in the CMS System.

Reports have been created in CMS for each campus listing only students needing a PGP.

Using the student name links on these reports, teachers will access the personal profile of their student(s). In the profile section called "Learning Plan & Teacher's Notes" is a PGP checkbox section. Classroom teachers list or note their "Interventions / Learning Strategies" for the student only in the teacher's content area.

Steps

1. Login to CMS.
2. From the Report Bank, click the "PGP Required All Areas 2007-08" report **for your grade level.**
3. The report will be a grid of information on your screen. In the grid, locate your content area column heading. Click the hyperlinked number listed in the column for your content area. A list of all students that need PGP information appears.
4. Click the hyperlinked name of a student that is in one of your classes.
5. Once the student's personal profile information appears, click the tab called "Learning Plan & Teacher's Notes".
6. Scroll to the Strategies and Concerns section.
7. Click the Add/Remove PGP link for **your content area.**
8. Click the box next to the strategies you feel are appropriate for your student.
9. Click the Save button.
10. Use the Back to Previous Page link to return to the student list.