This technical bulletin is intended for Chancery SMS customers who are using the eligibility rule functionality available in Chancery SMS version 6.6.

Eligibility rule functionality is currently used by the following Chancery SMS features areas:

- Scheduling: Class and homeroom constraints
- Program Management: Manage queues and programs
- Program Management: Set up programs
- Honor Rolls
- Test Management

# **ELIGIBILITY CONTROL**

To support the automatic calculation of eligibility, an eligibility control allows you to construct eligibility rules. The control is made up of two sections:

- The statement builder is a collection of fields known as "Search By" sets that you can use to construct the individual criteria statements.
- The Eligibility Criteria section is a list box that contains the entire eligibility rule, including the logical operators (AND/OR) that connect the statements.



The statement builder has three sections: a Category selector, a primary Search By statement, and, for some statements, an additional set of "where" clauses. To add a statement to the eligibility criteria, click Add Criteria.



To construct a statement, you first select a category of student data. The statement builder includes the following categories:

| Category           | Description   |
|--------------------|---|
| Attendance         | Use to define statements related to student total daily attendance<br>by value or percentage. This category includes different functions<br>for each valid combination of Absent, Tardy, or Present and<br>Excused or Unexcused.                                |
| Demographics       | Use to define statements related to student basic demographics<br>data (i.e., fields from the Personal page), such as gender, federal<br>ethnic category, and home language. This category includes<br>functions for age and grade level as of a specific date. |
| Enrollment         | Use to define statements related to student enrollment status. This category includes a function for active/inactive status as of a specific date.  |
| Grading            | Use to define statements related to student grades, credits, and grade point averages. This category includes functions for various GPAs and grades.  |
| Health             | Use to define statements related to student health records. This category includes functions for health examination and immunization compliance.  |
| Historical         | Use to define statements related to student transcript data. This category includes functions for historical attendance, historical grades, historical credits, and historical grade point averages.  |
| Program Management | Use to define statements related to student program management<br>records. This category includes functions for program enrollment,<br>received program documents, and program grade.   |
| Student Behavior   | Use to define statements related to student behavior. This category includes functions for the number of incidents for an Event/Concern category as of a specific date.   |

| Category        | Description   |
|-----------------|---|
| Test Management | Use to define statements related to student test results, as captured<br>in the Test Management feature area. This category includes<br>various functions for scores on alpha and numeric tests, skills, and<br>subtests. |

In each category, you will find all the existing properties in the database that could be relevant to calculating eligibility for that particular category.

The Search By section is made up of a left term, an operator (e.g., equals, is greater than or equal to, contains, etc.), and a right term. Using these components, you construct the main search statement to be added to the eligibility control.

Depending on the category you select, from the left term, you can select either a field or a function.



The options available for specifying a criteria depends on whether you select a field or a function from the left term dropdown:

• Field

In it's simplest form, a field contains any single piece of data stored in the database, such as a student's gender. When you select a basic field as the left term, you can specify an operator and right term, then add the statement to the eligibility rule; no additional controls are generated.



Some fields include an additional Search By set below the first, which allows you to search for specific information related to the selected field. For example, if you select a setup list, such as Ethnicity, an additional dropdown allows you to select another left term, such as description or code, and specify an operator and right term; for example, "Ethnicity Description equals Asian".

|                           | Category:<br>Demographics              |
|---------------------------|--|
|                           | Search By:                             |
| Some field include an     | Ethnicity                              |
| additional Search By set. | Ethnicity Description 💽 equals 💽 Asian |
|                           |  |
|                           | Add Criteria                           |

Function

A function is a predefined tool used to construct statements about complex data that require you to specify limiting or "where" clauses. For example, if you specify that a student must have a cumulative GPA of 3.5, the system will look at all cumulative GPA definitions. However, if you use a cumulative GPA function, additional Search By sets are automatically generated to allow you to select a specific GPA definition.

When you select a function, a section called "Where the following conditions apply" appears below the Search By section. Any limiting terms necessary to extract the appropriate data are preset. Once you select the operator and right term for the first Search By set and all associated where clauses, you can add the statement to the eligibility rule.

#### Note

For some functions, the options available in the right term dropdown for some parameters depend on whether you are defining the rule at the district level or at the school level. If you are defining the rule at the district level, you can select from a list of values defined at any school in the district. If you are defining the rule at the school level, you only see values defined at that school. If an eligibility rule is created at the district using a value that is defined at some but not all schools, and then the rule is run at a school that does not have the value defined, no students at the school will match the criteria.

For example, suppose a district has two schools that each create a cumulative GPA definition. School A calls the definition "Weighted Cum GPA" and School B calls the definition "Weighted Cumulative GPA". Then, at the district, you create an eligibility rule. When you set the Cumulative GPA definition parameter, the list of Cumulative GPA definitions includes both "Weighted Cumulative GPA" and "Weighted Cum GPA". If you create the eligibility rule that specifies the "Weighted Cum GPA" definition, when the rule is run at School B, no students match the criteria.

For a description of the functions available for each category, see "Eligibility Functions" on page 18.



When you select a function in the first Search By dropdown, you can specify conditions in the "Where the following conditions apply" section.

| Parameter            | Description   |
|----------------------|---|
| Action Category      | Action categories defined in the Behavior Action Category setup list.   |
| Action Step          | Includes or excludes specific action steps in the criteria.   |
|                      | From the dropdown, select Include All, Include Selected,<br>Exclude Selected. If you select Include Selected or Exclude<br>Selected, click the $$ Records Selected link to search for and<br>select the action steps to include or exclude.   |
| Action Step Category | Action step categories defined in the Behavior Action Step<br>Category setup list.  |
| Actions              | Includes or excludes specific actions in the criteria.  |
|                      | From the dropdown, select Include All, Include Selected,<br>Exclude Selected. If you select Include Selected or Exclude<br>Selected, click the $$ Records Selected link to search for and<br>select the actions to include or exclude.  |
| Alpha Score Type     | The alpha score type from a list of all alpha score types set up at the test level for the selected test.   |
| Attendance Code      | Daily attendance codes.   |
|                      | If you are defining the rule at the district, the list includes<br>attendance codes defined at any school in the district. If you<br>are defining the rule at a school, the list only includes<br>attendance codes defined at that school.  |
| Courses              | Includes or excludes specific courses in the criteria.  |
|                      | From the dropdown, select Include All, Include Selected,<br>Exclude Selected. If you select Include Selected or Exclude<br>Selected, click the $$ Records Selected link to search for and<br>select the courses to include or exclude.  |
|                      | <b>Note</b><br>The course search for current year courses is based on internal course IDs, which change in each calendar. In the planning calendar, the course search is based on the courses in the active calendar. After you run YEP, you must re-create rules that use this parameter in the new active calendar. |

Functions may contain Where clauses that include any of the following parameters:

| Parameter        | Description   |   |  |
|------------------|---|---|--|
| Cumulative GPA   | Cumulative GPA definitions.   |   |  |
| Definition       | If you are defining the rule at the district, the list includes<br>Cumulative GPA definitions defined at any school in the<br>district. If you are defining the rule at a school, the list includes<br>only those definitions defined at that school.   |   |  |
| Current Year GPA | Current-year GP   | A definitions.  |  |
| Definition       | If you are defining the rule at the district, the list includes<br>current-year GPA definitions defined at any school in the<br>district. If you are defining the rule at a school, the list includes<br>only those definitions defined at that school. |   |  |
| Effective Date   | The date on which   | th to consider the criteria.  |  |
|                  | <b>Note</b><br>If the eligibility rule will be available in multiple calendars, carefully<br>consider which date to select for the rule:  |   |  |
|                  | Option  | Description   |  |
|                  | Fixed Date  | The rule is evaluated based on the specified date, e.g., September 1, 2006.   |  |
|                  | Fixed Month and<br>Day  | The rule is evaluated based on the specified<br>month and day and uses the working calendar<br>year, e.g., September 1 uses 2006 in the active<br>calendar and 2007 in the planning calendar. |  |
|                  | End of District<br>Calendar (active)  | The rule is evaluated based on the last day of<br>the district active calendar, regardless of which<br>calendar is active when the rule is run.   |  |
|                  | End of District<br>Calendar<br>(planning)   | The rule is evaluated based on the last day of<br>the district planning calendar, regardless of<br>which calendar is active when the rule is run.   |  |
|                  | End of Working<br>Calendar  | The rule is evaluated based on the last day of<br>the district calendar for the calendar that is<br>active when the rule is run.  |  |
|                  | Start of District<br>Calendar (active)  | The rule is evaluated based on the first day of<br>the district active calendar, regardless of which<br>calendar is active when the rule is run.  |  |
|                  | Start of District<br>Calendar<br>(planning)   | The rule is evaluated based on the first day of<br>the district planning calendar, regardless of<br>which calendar is active when the rule is run.  |  |
|                  | Start of Working<br>Calendar  | The rule is evaluated based on the first day of<br>the district calendar for the calendar that is<br>active when the rule is run.   |  |
|                  | Today   | The rule is evaluated based on the current date in the active calendar.   |  |

| Parameter | Description  | Description   |  |  |
|-----------|--|---|--|--|
| End Date  | The end of a date<br><b>Note</b><br>If the eligibility rule<br>consider which date | The end of a date range.<br><b>Note</b><br>If the eligibility rule will be available in multiple calendars, carefully<br>consider which date to select for the rule:                          |  |  |
|           | Option   | Description   |  |  |
|           | Fixed Date   | The rule is evaluated based on the specified date, e.g., September 1, 2006.   |  |  |
|           | Fixed Month and<br>Day   | The rule is evaluated based on the specified<br>month and day and uses the working calendar<br>year, e.g., September 1 uses 2006 in the active<br>calendar and 2007 in the planning calendar. |  |  |
|           | End of District<br>Calendar (active)   | The rule is evaluated based on the last day of<br>the district active calendar, regardless of which<br>calendar is active when the rule is run.   |  |  |
|           | End of District<br>Calendar<br>(planning)  | The rule is evaluated based on the last day of<br>the district planning calendar, regardless of<br>which calendar is active when the rule is run.   |  |  |
|           | End of Working<br>Calendar   | The rule is evaluated based on the last day of<br>the district calendar for the calendar that is<br>active when the rule is run.  |  |  |
|           | Start of District<br>Calendar (active)   | The rule is evaluated based on the first day of<br>the district active calendar, regardless of which<br>calendar is active when the rule is run.  |  |  |
|           | Start of District<br>Calendar<br>(planning)  | The rule is evaluated based on the first day of<br>the district planning calendar, regardless of<br>which calendar is active when the rule is run.  |  |  |
|           | Start of Working<br>Calendar   | The rule is evaluated based on the first day of<br>the district calendar for the calendar that is<br>active when the rule is run.   |  |  |
|           | Today  | The rule is evaluated based on the current date in the active calendar.   |  |  |

| Parameter              | Description  |   |  |
|------------------------|--|---|--|
| End of Test Date Range | The last date in the range in which the student's test date must fall.<br><b>Note</b><br>If the eligibility rule will be available in multiple calendars, carefully consider which date to select for the rule:                              |   |  |
|                        | Option   | Description   |  |
|                        | Fixed Date   | The rule is evaluated based on the specified date, e.g., September 1, 2006.   |  |
|                        | Fixed Month and<br>Day   | The rule is evaluated based on the specified<br>month and day and uses the working calendar<br>year, e.g., September 1 uses 2006 in the active<br>calendar and 2007 in the planning calendar. |  |
|                        | End of District<br>Calendar (active)   | The rule is evaluated based on the last day of<br>the district active calendar, regardless of which<br>calendar is active when the rule is run.   |  |
|                        | End of District<br>Calendar<br>(planning)  | The rule is evaluated based on the last day of<br>the district planning calendar, regardless of<br>which calendar is active when the rule is run.   |  |
|                        | End of Working<br>Calendar   | The rule is evaluated based on the last day of<br>the district calendar for the calendar that is<br>active when the rule is run.  |  |
|                        | Start of District<br>Calendar (active)   | The rule is evaluated based on the first day of<br>the district active calendar, regardless of which<br>calendar is active when the rule is run.  |  |
|                        | Start of District<br>Calendar<br>(planning)  | The rule is evaluated based on the first day of<br>the district planning calendar, regardless of<br>which calendar is active when the rule is run.  |  |
|                        | Start of Working<br>Calendar   | The rule is evaluated based on the first day of<br>the district calendar for the calendar that is<br>active when the rule is run.   |  |
|                        | Today  | The rule is evaluated based on the current date in the active calendar.   |  |
| Examination Type       | Examination types defined in the Health Examination Types setup list.  |   |  |
| GPA Reporting Term     | GPA Reporting  | Ferms defined by the district.  |  |
| Grade Item             | Grade items.   |   |  |
|                        | If you are defining the rule at the district, the list includes all grade items defined at any school in the district. If you are defining the rule at a school, the list includes only those grade items defined at that school.            |   |  |
| Incident Category      | Incident categories.   |   |  |
| Incident Severity      | Includes or exclu  | des specific incident severities in the criteria.   |  |
|                        | In the dropdown, select Include All, Include Selected, Exclude Selected. If you select Include Selected or Exclude Selected, click the <n> Records Selected link to search for and select the incident severities to include or exclude.</n> |   |  |
| Letter Grade           | The alpha value that defines the letter grade students must<br>have achieved to satisfy the criteria.  |   |  |

| Parameter                    | Description  |   |  |
|------------------------------|--|---|--|
| Maximum Grade                | The numeric value that defines the maximum grade students can have achieved to satisfy the criteria.   |   |  |
| Minimum Grade                | The numeric value that defines the minimum grade students must have achieved to satisfy the criteria.  |   |  |
| Maximum Miles From<br>School | The numeric num<br>the program a stu   | ber that defines the farthest distance from dent can live.  |  |
| Minimum Miles From<br>School | The numeric num<br>the program a stu   | ber that defines the nearest distance from dent can live.   |  |
| Numeric Score Type           | The numeric scor<br>set up at the test l   | the type from a list of all numeric score types<br>level for the selected test.   |  |
| Program                      | Programs that we program category  | re set up at the district in the selected   |  |
| Program Category             | The program cate   | egory.  |  |
| Program Document             | Program docume   | nts required for the selected program.  |  |
| Program Session              | Program sessions<br>district.  | defined for the selected program at the   |  |
| Skill Name                   | The skills from a  | list of defined skills.   |  |
| Start Date                   | The beginning of a date range.<br><b>Note</b><br>If the eligibility rule will be available in multiple calendars, carefully<br>consider which date to select for the rule: |   |  |
|                              | Option   | Description   |  |
|                              | Fixed Date   | The rule is evaluated based on the specified date, e.g., September 1, 2006.   |  |
|                              | Fixed Month and<br>Day   | The rule is evaluated based on the specified<br>month and day and uses the working calendar<br>year, e.g., September 1 uses 2006 in the active<br>calendar and 2007 in the planning calendar. |  |
|                              | End of District<br>Calendar (active)   | The rule is evaluated based on the last day of<br>the district active calendar, regardless of which<br>calendar is active when the rule is run.   |  |
|                              | End of District<br>Calendar<br>(planning)  | The rule is evaluated based on the last day of<br>the district planning calendar, regardless of<br>which calendar is active when the rule is run.   |  |
|                              | End of Working<br>Calendar   | The rule is evaluated based on the last day of<br>the district calendar for the calendar that is<br>active when the rule is run.  |  |
|                              | Start of District<br>Calendar (active)   | The rule is evaluated based on the first day of<br>the district active calendar, regardless of which<br>calendar is active when the rule is run.  |  |
|                              | Start of District<br>Calendar<br>(planning)  | The rule is evaluated based on the first day of<br>the district planning calendar, regardless of<br>which calendar is active when the rule is run.  |  |
|                              | Start of Working<br>Calendar   | The rule is evaluated based on the first day of<br>the district calendar for the calendar that is<br>active when the rule is run.   |  |
|                              | Today  | The rule is evaluated based on the current date in the active calendar.   |  |

| Parameter                | Description   |   |  |
|--------------------------|---|---|--|
| Start of Test Date Range | The first date in the range in which the student's test date must fall.   |   |  |
|                          | <b>Note</b><br>If the eligibility rule will be available in multiple calendars, carefully<br>consider which date to select for the rule:  |   |  |
|                          | Option  | Description   |  |
|                          | Fixed Date  | The rule is evaluated based on the specified date, e.g., September 1, 2006.   |  |
|                          | Fixed Month and<br>Day  | The rule is evaluated based on the specified<br>month and day and uses the working calendar<br>year, e.g., September 1 uses 2006 in the active<br>calendar and 2007 in the planning calendar. |  |
|                          | End of District<br>Calendar (active)  | The rule is evaluated based on the last day of<br>the district active calendar, regardless of which<br>calendar is active when the rule is run.   |  |
|                          | End of District<br>Calendar<br>(planning)   | The rule is evaluated based on the last day of<br>the district planning calendar, regardless of<br>which calendar is active when the rule is run.   |  |
|                          | End of Working<br>Calendar  | The rule is evaluated based on the last day of<br>the district calendar for the calendar that is<br>active when the rule is run.  |  |
|                          | Start of District<br>Calendar (active)  | The rule is evaluated based on the first day of<br>the district active calendar, regardless of which<br>calendar is active when the rule is run.  |  |
|                          | Start of District<br>Calendar<br>(planning)   | The rule is evaluated based on the first day of<br>the district planning calendar, regardless of<br>which calendar is active when the rule is run.  |  |
|                          | Start of Working<br>CalendarThe rule is evaluated based on the first day<br>the district calendar for the calendar that is<br>active when the rule is run.  |   |  |
|                          | Today The rule is evaluated based on the current date in the active calendar.   |   |  |
| Subtest Name             | The subtest from a list of defined subtests.  |   |  |
| Test Name                | The test name defined in test definitions.  |   |  |
|                          | If you are defining the rule at the district, the list includes test<br>definitions defined at any school in the district. If you are<br>defining the rule at a school, the list includes only those tests<br>defined at that school. |   |  |
| Transcript column        | Transcript columns defined by the district that determine which grades display on transcripts.  |   |  |

The Eligibility Criteria section of the control groups together the individual statements into an eligibility rule.



The eligibility rule as a whole is displayed in the list box in the Eligibility Criteria section. This list box is organized in a tree structure, similar to the folders on a computer, and the branches of this tree are called nodes. When you construct a statement and click Add Criteria, the statement is added below the selected node, or to the bottom of the rule if a node was not selected.

If you have more than one statement in the your rule, you must add logical operators to group them meaningfully. For example, if students are required to meet all the criteria in your rule, the first node under Criteria should be AND; all the statements would then hang off that node. If, on the other hand, students are only required to meet one out of a list of criteria, the first node should be OR. Additional nodes can be added to allow a combination of these operators.

To add operators, click the node to which you want to add the operator and then click the AND or OR button. You can then drag the statements to the appropriate node. You can also drag whole nodes to different locations in the list box, or remove statements completely.

#### Note

When dragging a statement or operator, make sure the cursor is directly above the node before releasing it.

### ELIGIBILITY RULES AND NULL OR EMPTY VALUES

When the Chancery SMS eligibility control processes eligibility rule criteria that references a field that is empty, it evaluates as false unless it uses the "is empty" operator.

For example, if the student's Date of Birth field is empty, the following criteria would evaluate as true:

#### age is empty

However, the following criteria would evaluate as false:

#### age does not equal 12

For best results, before calculating eligibility, make sure student data is complete and correct.

### ELIGIBILITY RULE EXAMPLE FOR PROGRAM MANAGEMENT

In the following example, a free and reduced meals program is available to students based on household size and family income. Students living in a size 1 household with a family income of \$12444, as well as students living in a size 2 household with a family income of \$14444 qualify for the program.

```
-Criteria

-OR

-AND

Household size equals 1

Household annual income is less than or equal to 12444

-AND

Household size equals 2

Household annual income is less than or equal to 14444
```

To construct this statement, perform the following steps:

1 In the eligibility criteria panel, next to the tree, click OR. This allows you to create one set of rules for one household size and another set for the other.

| Eligibility | Criteria                 |      |
|-------------|--------------------------|------|
|             | - <u>Criteria</u><br>-OR |      |
| [           | Validate                 | iove |

2 In the tree, click the cursor on the OR item, then click AND. This adds AND as a branch, where you can define multiple criteria for one variation of the rule.

| Eligibility ( | Criteria                 |        |
|---------------|--------------------------|--------|
| AND<br>OR     | -Criteria<br>-OR<br>-AND |        |
|               | Validate                 | Remove |

- **3** Add the household size and income criteria for one household size, as follows:
  - a From the Category dropdown, select Demographics.
  - **b** In the first Search By set, construct the following statement: "Household size equals 1".
  - c Click Add Criteria.
  - **d** In the first Search By set, construct the following statement: "Household annual income is less than or equal to 12444".
  - e Click Add Criteria.

| Category:<br>Demographics                                 |              |
|---|--------------|
| Search By:  |              |
| Household annual income 💽 is less than or eq 🗨 12444      |              |
|   | Add Criteria |
| Eligibility Criteria                                      |              |
| -Criteria<br>-OR<br>-AND<br>Household size equals 1<br>OR |              |
| Validate  | Remove       |

4 Click and drag the two statements to the AND item.

### Note

You must drag and drop the statement directly on top of the AND statement to move it.



**5** In the tree, click the cursor on the OR item, then click AND. This adds AND as a branch, where you can define multiple criteria for one variation of the rule.

| Eligibility | Criteria   |        |
|-------------|--|--------|
| OR          | -Criteria<br>-OR<br>AND<br>Household size equals 1<br>Household annual income is less than or equal to 12444<br>-AND |        |
|             | Validate   | Remove |

- 6 Repeat steps 3-4 for household size 2 with a household income of 14444.
- **7** To check that statement is valid, click Validate.



8 Click OK.

# ELIGIBILITY RULE EXAMPLE FOR HONOR ROLLS

In the following example, a single honor roll is used for multiple grade levels. Students in grade 9 must have a weighted cumulative GPA of 3.3 or higher; students in grade 10 must have a weighted cumulative GPA of 3.5 or higher. For both grade levels, students may have no more than one unexcused absence for the year-to-date.

| -Criteria  |  |
|------------|--|
| -AND       |  |
| -OR        |  |
| -AND       |  |
| Grade      | level equals 9                             |
| Cumul      | ative GPA is greater than or equal to 3.3  |
| -AND       |  |
| Grade      | level equals 10                            |
| Cumul      | ative GPA is greater than or equal to 3.5  |
| Days abser | it unexcused is greater than or equal to 1 |

To construct this statement, perform the following steps:

1 In the eligibility criteria panel, next to the tree, click AND. This allows you to specify that there are multiple statements in the rule (e.g., grade level and GPA, plus attendance).

| ( | -Criteria<br>-Criteria<br>-AND |  |        |
|---|--------------------------------|--|--------|
|   | Validate                       |  | Remove |

2 In the tree, click the cursor on the AND item, then click OR. This adds OR to the rule, which allows you to create one set of rules for one grade level, and another for a different grade level.

| Eligibility | Criteria                 |        |
|-------------|--------------------------|--------|
|             | -Criteria<br>-AND<br>-OR |        |
| AND         |                          |        |
| OR          |                          |        |
|             |                          |        |
|             | Validate                 | Remove |

**3** In the tree, click the cursor on the OR item, then click AND. This adds AND as a branch, where you can define multiple criteria for one variation of the honor roll.

| Eligibility | · Criteria                       |        |
|-------------|----------------------------------|--------|
|             | -Criteria<br>-AND<br>-OR<br>-AND |        |
|             | Validate                         | Remove |

- **4** Add the grade level and GPA criteria for one grade level as follows:
  - a From the Category dropdown, select Demographics.
  - **b** In the first search by set, construct the following statement: "Grade level equals 9".
  - **c** In the second search by set, construct the following where clause: "Effective date equals today".
  - d Click Add Criteria.
  - e From the Category dropdown, select Grading.
  - **f** In the first search by set, construct the following statement: "Cumulative GPA is greater than or equal to 3.3".
  - **g** In the second search by set, construct the following where clause: "Cumulative GPA Definition equals Weighted Cumulative GPA".
  - h Click Add Criteria.

| Eligibility | Criteria   |      |
|-------------|--|------|
| AND         | -Criteria<br>-AND<br>-OR<br>Grade level equals 9<br>Cumulative GPA is greater than or equal to 3.3 |      |
| [           | Validate   | move |

**5** Drag the two statements to the AND item.

### Note

You must drag and drop the statement directly on top of the AND statement to move it.



6 Repeat steps 3-5 for grade 10 with a GPA of 3.5.

| Eligibility | / Criteria  |
|-------------|---|
| AND         | -Criteria<br>-AND<br>-OR<br>Grade level equals 9<br>Cumulative GPA is greater than or equal to 3.3<br>-AND<br>Grade level equals 10<br>Cumulative GPA is greater than or equal to 3.5 |
|             | Validate Remove   |

- 7 Add the attendance criteria for one grade level as follows:
  - a From the Category dropdown, select Attendance.
  - **b** In the first search by set, construct the following statement: "Days Absent Unexcused is less than or equal to 1".
  - **c** In the second search by set, construct the following where clause: "Start date equals start of district calendar (active)".
  - **d** In the second search by set, construct the following where clause: "End date equals today".
  - e Click Add Criteria.

| Eligibility | y Criteria   |
|-------------|--|
| AND         | -Criteria<br>-AND<br>-OR<br>-AND<br>Grade level equals 9<br>Cumulative GPA is greater than or equal to 3.3<br>-AND<br>Grade level equals 10<br>Cumulative GPA is greater than or equal to 3.5<br>Days absent unexcused is greater than or equal to 1 |
|             | Validate Remove  |

8 To check that statement is valid, click Validate.



**9** Click OK.

# **ELIGIBILITY FUNCTIONS**

The following table describes the functions available for each category in the Eligibility Control:

| Function            | Description  |  |
|---------------------|--|--|
| Attendance Category |  |  |
| Days absent         | Returns a value for students who have been absent for a specified number of days within a specified date range.  |  |
|                     | This function counts the number of daily attendance codes that have an attendance type of Absent and are assigned to the student within the specified date range. If the number equals or exceeds the number specified in the eligibility rule, the student is counted.                                |  |
|                     | <b>Note</b><br>Attendance functions evaluate data in the active calendar.  |  |
|                     | Parameters available:  |  |
|                     | • Start Date   |  |
|                     | • End Date   |  |
| Days absent excused | Returns a value for students who have been absent with an excuse for a specified number of days within a specified date range.   |  |
|                     | This function counts the number of daily attendance codes that have an attendance type of Absent and an unexcused setting of No and are assigned to the student within the specified date range. If the number equals or exceeds the number specified in the eligibility rule, the student is counted. |  |
|                     | <b>Note</b><br>Attendance functions evaluate data in the active calendar.  |  |
|                     | Parameters available:  |  |
|                     | Start Date   |  |
|                     | • End Date   |  |

| Function                          | Description  |
|-----------------------------------|--|
| Days absent excused-percent       | Returns a value for students whose percentage of absent days with an excuse matches the specified criteria.  |
|                                   | This function calculates the percentage of the number of daily attendance codes with an attendance type of Absent and an unexcused setting of No and are assigned to the student within the specified date range. The calculated percentage value is rounded to the nearest whole number. If the number matches the criteria specified in the eligibility rule, the student is counted.  |
|                                   | Note   |
|                                   | Attendance functions evaluate data in the active calendar.   |
|                                   | Parameters available:  |
|                                   | <ul><li>Start Date</li><li>End Date</li></ul>  |
| Days absent unexcused             | Returns a value for students who have been absent without an excuse for a specified number of days within a specified date range.  |
|                                   | This function counts the number of daily attendance codes that have an attendance type<br>of Absent and an unexcused setting of Yes and are assigned to the student within the<br>specified date range. If the number equals or exceeds the number specified in the<br>eligibility rule, the student is counted.   |
|                                   | Note   |
|                                   | Attendance functions evaluate data in the active calendar.   |
|                                   | Parameters available:  |
|                                   | Start Date     End Date  |
| Days absent unexcused-<br>percent | Returns a value for students whose percentage of absent days without an excuse matches the specified criteria.   |
|                                   | This function calculates the percentage of the number of daily attendance codes with an attendance type of Absent and an unexcused setting of Yes and are assigned to the student within the specified date range. The calculated percentage value is rounded to the nearest whole number. If the number matches the criteria specified in the eligibility rule, the student is counted. |
|                                   | Note   |
|                                   | Attendance functions evaluate data in the active calendar.   |
|                                   | Parameters available:  |
|                                   | • Start Date   |
|                                   | • End Date   |
| Days absent-percent               | Returns a value for students whose percentage of absent days matches the specified criteria.   |
|                                   | This function calculates the percentage of the number of daily attendance codes with an attendance type of Absent and are assigned to the student within the specified date range. The calculated percentage value is rounded to the nearest whole number. If the number matches the criteria specified in the eligibility rule, the student is counted.                                 |
|                                   | Note   |
|                                   | Attendance functions evaluate data in the active calendar.   |
|                                   | Parameters available:  |
|                                   | Start Date     Find Date   |
|                                   |  |

| Function             | Description   |
|----------------------|---|
| Days present         | Returns a value for students who have been present for a specified number of days within a specified date range.  |
|                      | This function counts the number of daily attendance codes that have an attendance type of Present and are assigned to the student within the specified date range. If the number equals or exceeds the number specified in the eligibility rule, the student is counted.  |
|                      | <b>Note</b><br>Attendance functions evaluate data in the active calendar.   |
|                      | Parameters available:   |
|                      | Start Date  |
|                      | • End Date  |
| Days present-percent | Returns a value for students whose percentage of present days matches the specified criteria.   |
|                      | This function calculates the percentage of the number of daily attendance codes with an attendance type of Present and are assigned to the student within the specified date range. The calculated percentage value is rounded to the nearest whole number. If the number matches the criteria specified in the eligibility rule, the student is counted. |
|                      | Note  |
|                      | Attendance functions evaluate data in the active calendar.  |
|                      | Parameters available:   |
|                      | • Start Date  |
|                      | • End Date  |
| Days tardy           | Returns a value for students who have been tardy for a specified number of days within a specified date range.  |
|                      | This function counts the number of daily attendance codes that have an attendance type of Tardy and are assigned to the student within the specified date range. If the number equals or exceeds the number specified in the eligibility rule, the student is counted.  |
|                      | Note  |
|                      | Attendance functions evaluate data in the active calendar.  |
|                      | Parameters available:   |
|                      | • Start Date  |
|                      | • End Date  |
| Days tardy excused   | Returns a value for students who have been tardy with an excuse for a specified number of days within a specified date range.   |
|                      | This function counts the number of daily attendance codes that have an attendance type<br>of Tardy and an unexcused setting of No and are assigned to the student within the<br>specified date range. If the number equals or exceeds the number specified in the<br>eligibility rule, the student is counted.  |
|                      | Note  |
|                      | Attendance functions evaluate data in the active calendar.  |
|                      | Parameters available:   |
|                      | • Start Date  |
|                      | End Date  |

| Function                         | Description   |
|----------------------------------|---|
| Days tardy excused-percent       | Returns a value for students whose percentage of tardy days with an excuse matches the specified criteria.  |
|                                  | This function calculates the percentage of the number of daily attendance codes with an attendance type of Tardy and an unexcused setting of No and are assigned to the student within the specified date range. The calculated percentage value is rounded to the nearest whole number. If the number matches the criteria specified in the eligibility rule, the student is counted.  |
|                                  | <b>Note</b><br>Attendance functions evaluate data in the active calendar.   |
|                                  | Parameters available:   |
|                                  | <ul><li>Start Date</li><li>End Date</li></ul>   |
| Days tardy unexcused             | Returns a value for students who have been tardy without an excuse for a specified number of days within a specified date range.  |
|                                  | This function counts the number of daily attendance codes that have an attendance type of Tardy and an unexcused setting of Yes and are assigned to the student within the specified date range. If the number equals or exceeds the number specified in the eligibility rule, the student is counted.  |
|                                  | <b>Note</b><br>Attendance functions evaluate data in the active calendar.   |
|                                  | Parameters available:   |
|                                  | Start Date  |
|                                  | End Date  |
| Days tardy unexcused-<br>percent | Returns a value for students whose percentage of tardy days without an excuse matches the specified criteria.   |
|                                  | This function calculates the percentage of the number of daily attendance codes with an attendance type of Tardy and an unexcused setting of Yes and are assigned to the student within the specified date range. The calculated percentage value is rounded to the nearest whole number. If the number matches the criteria specified in the eligibility rule, the student is counted. |
|                                  | Note  |
|                                  | Attendance functions evaluate data in the active calendar.  |
|                                  | Parameters available:   |
|                                  | Start Date     Fnd Date   |
| Days tardy-percent               | Returns a value for students whose percentage of tardy days matches the specified criteria.   |
|                                  | This function calculates the percentage of the number of daily attendance codes with an attendance type of Tardy and are assigned to the student within the specified date range. The calculated percentage value is rounded to the nearest whole number. If the number matches the criteria specified in the eligibility rule, the student is counted.                                 |
|                                  | Note  |
|                                  | Attendance functions evaluate data in the active calendar.  |
|                                  | Parameters available:   |
|                                  | Start Date     Fnd Date   |
|                                  |   |

| Function                     | Description  |
|------------------------------|--|
| Number of days for code      | Returns a value for students who have been assigned the specified attendance code for the specified number of days during the specified date range.  |
|                              | This function counts the number of days the specified attendance code was assigned to<br>the student during the specified date range. If the number matches the criteria specified<br>in the eligibility rule, the student is counted.                                 |
|                              | <b>Note</b><br>Attendance functions evaluate data in the active calendar.  |
|                              | Parameters available:  |
|                              | Start Date   |
|                              | • End Date   |
|                              | Attendance Code  |
| Demographics Category        |  |
| Age                          | Returns a value for all students whose age matches the specified age on the specified date.  |
|                              | Parameters available:  |
|                              | Effective Date   |
| Grade level                  | Returns a value for all students whose grade level at their home school matches the specified grade level on the specified date.   |
|                              | Parameters available:  |
|                              | Effective Date   |
| Enrollment Category          |  |
| Student is active            | Returns a value for students who are active or inactive as of a specified date.  |
|                              | This function determines if the student is active on a specified date. If the active status matches the criteria specified in the eligibility criteria, the student is counted.  |
|                              | Parameters available:  |
|                              | Effective Date   |
| Grading Category             |  |
| Credits earned, by term      | Returns a value for students who have earned a specified number of credits up to and including a selected GPA reporting term.  |
|                              | This function calculates credits earned (for credit awarding grades) up to and including<br>the credits for the specified GPA reporting term. If the credits earned match the<br>specified credits earned for the selected GPA reporting term, the student is counted. |
|                              | <b>Note</b><br>To use this function, GPA Reporting Terms must be set up by the district.   |
|                              | Parameters available:  |
|                              | GPA reporting term   |
| Credits earned, current year | Returns a value for students who have earned a specified number of credits to date in the current year.  |
|                              | This function calculates credits earned for the current year only. If the credits earned   |
|                              | No parameters  |
|                              | no parameters.   |

| Function                   | Description  |
|----------------------------|--|
| Credits earned, for term   | Returns a value for students who have earned a specified number of credits in the specified GPA reporting term only.   |
|                            | This function calculates only credits in the current specified GPA reporting term. If the credits earned match the credits earned for the specified GPA reporting term, the student is counted.  |
|                            | Note   |
|                            | Parameters available:  |
|                            | GPA reporting term   |
| Cradita correct overall to | Potyme a value for students who have comed a specified symbol of credits to date   |
| date                       | including current year and previous years.   |
|                            | This function calculates earned credits for the current year plus earned credits in previous years. If the sum of the credits earned to date matches the specified credits, the student is counted.  |
|                            | No parameters.   |
| Cumulative GPA             | Returns a value for students whose cumulative GPA matches the specified criteria.  |
|                            | This function considers the cumulative GPA value stored at the student's home school<br>on the date the eligibility rule is run. If this value matches the criteria specified in the<br>eligibility rule, the student is counted. If there is no GPA value for the current year, the<br>function looks at the student's historical GPA information. If either of the values<br>matches the specified criteria, the student is counted. |
|                            | <b>Note</b><br>If you run this rule in the planning calendar, the rule evaluates the Cumulative GPA value in the active calendar.  |
|                            | Parameters available:  |
|                            | Cumulative GPA Definition  |
| Cum GPA by term            | Returns a value for students whose cumulative GPA matches the specified criteria in the specified reporting term.  |
|                            | This function considers the cumulative GPA value stored at the student's home school for a specified reporting term. If this value matches the criteria specified in the eligibility rule, the student is counted.   |
|                            | Note<br>To use this function, GPA Reporting Terms must be set up by the district   |
|                            | Parameters available:  |
|                            | Cumulative GPA Definition  |
|                            | GPA Reporting Term   |
| Current year GPA           | Returns a value for students whose current-year GPA matches the specified criteria.  |
|                            | This function considers the current-year GPA value stored at the student's home school<br>on the date the eligibility rule is run. If this value matches the criteria specified in the<br>eligibility rule, the student is counted.  |
|                            | <b>Note</b><br>If you run this rule in the planning calendar, the rule evaluates the current-year GPA value in the active calendar.  |
|                            | Parameters available:  |
|                            | Current Year GPA Definition  |

| Function                        | Description   |
|---------------------------------|---|
| GPA for term                    | Returns a value for students whose GPA matches the specified criteria in the specified GPA reporting term.  |
|                                 | This function considers the GPA value stored at the student's home school for a specified reporting term. If this value matches the criteria specified in the eligibility rule, the student is counted.   |
|                                 | <b>Note</b><br>This function uses the Cumulative GPA definition so that a Potential Credits formula can be selected if required. GPA definitions do not currently support Potential Credits formulas.   |
|                                 | To use this function, GPA Reporting Terms must be set up by the district.   |
|                                 | Parameters available:   |
|                                 | Cumulative GPA Definition   |
|                                 | GPA Reporting Term  |
| Letter grade count, all periods | Returns a value for students whose number of letter grades for the specified grade item<br>for any report card grading period in the current year matches the criteria specified in<br>the eligibility rule.  |
|                                 | This function counts the number of letter grades for the selected grade item for all or selected courses for any report card grading period in the current year based on the specified minimum and maximum grade criteria. This function includes courses that collect grades and match the criteria, even if the student has dropped the course. |
|                                 | If this rule is used in Program Management, the function only considers grades assigned<br>at the school associated with the program session. If it is used in Honor Rolls, it<br>considers those grades assigned at the school associated with the honor roll definition.  |
|                                 | <b>Note</b><br>Grading functions evaluate data in the active calendar.  |
|                                 | The course search parameter is based on internal course IDs, which change in each calendar. In the planning calendar, the course search is based on the courses in the active calendar. After you run YEP, you must re-create rules that use this parameter in the new active calendar.   |
|                                 | Parameters available:   |
|                                 | • Grade Item  |
|                                 | Letter Grade  |
|                                 | • Courses   |

| Function                            | Description   |
|-------------------------------------|---|
| Letter grade count, current period  | Returns a value for students whose number of letter grades for the specified grade item<br>in the current report card grading period matches the criteria specified in the eligibility<br>rule.   |
|                                     | This function counts the number of letter grades for the selected grade item for all or selected courses in the current report card grading period based on the specified minimum and maximum grade criteria. This function includes courses that collect grades and match the criteria, even if the student has dropped the course.                    |
|                                     | <b>Note</b><br>If this eligibility rule is run on a date that is less than the active calendar start date or greater than the last report card period end date, the current period is not available and the function does not return any values.  |
|                                     | If this rule is used in Program Management, the function only considers grades assigned<br>at the school associated with the program session. If it is used in Honor Rolls, it<br>considers those grades assigned at the school associated with the honor roll definition.  |
|                                     | <b>Note</b><br>Grading functions evaluate data in the active calendar.  |
|                                     | The course search parameter is based on internal course IDs, which change in each calendar. In the planning calendar, the course search is based on the courses in the active calendar. After you run YEP, you must re-create rules that use this parameter in the new active calendar.   |
|                                     | Parameters available:   |
|                                     | • Grade Item  |
|                                     | • Letter Grade  |
|                                     | • Courses   |
| Letter grade count, previous period | Returns a value for students whose number of letter grades for the specified grade item<br>in the previous report card grading period matches the criteria specified in the eligibility<br>rule.  |
|                                     | This function counts the number of letter grades for the selected grade item for all or selected courses in the previous report card grading period based on the specified minimum and maximum grade criteria. This function includes courses that collect grades and match the criteria, even if the student has dropped the course.                   |
|                                     | Note  |
|                                     | If this eligibility rule is run on a date that is less than or equal to the first report card period end date, the previous period is not available and the function does not return any values. The previous period is the last report card period if the eligibility rule is run on a date that is greater than the last report card period end date. |
|                                     | If this rule is used in Program Management, the function only considers grades assigned<br>at the school associated with the program session. If it is used in Honor Rolls, it<br>considers those grades assigned at the school associated with the honor roll definition.  |
|                                     | <b>Note</b><br>Grading functions evaluate data in the active calendar.  |
|                                     | The course search parameter is based on internal course IDs, which change in each calendar. In the planning calendar, the course search is based on the courses in the active calendar. After you run YEP, you must re-create rules that use this parameter in the new active calendar.   |
|                                     | Parameters available:   |
|                                     | Grade Item  |
|                                     | • Letter Grade  |
|                                     | • Courses   |

| Function                       | Description   |
|--------------------------------|---|
| Letter grade in all periods    | Returns a value for students whose letter grade for the specified grade item for any report card grading period in the current year matches the criteria specified in the eligibility rule.   |
|                                | This function considers the letter grades for the selected grade item for all or selected courses for any report card grading period in the current year based on the specified minimum and maximum grade criteria. This function includes courses that collect grades and match the criteria, even if the student has dropped the course. If the grade matches the criteria for any included course, the student is counted. |
|                                | If this rule is used in Program Management, the function only considers grades assigned<br>at the school associated with the program session. If it is used in Honor Rolls, it<br>considers those grades assigned at the school associated with the honor roll definition.  |
|                                | <b>Note</b><br>Grading functions evaluate data in the active calendar.  |
|                                | The course search parameter is based on internal course IDs, which change in each calendar. In the planning calendar, the course search is based on the courses in the active calendar. After you run YEP, you must re-create rules that use this parameter in the new active calendar.   |
|                                | Parameters available:   |
|                                | Grade Item  |
|                                | • Letter Grade  |
|                                | • Courses   |
| Letter grade in current period | Returns a value for students whose letter grade for the specified grade item in the current report card grading period matches the criteria specified in the eligibility rule.  |
|                                | This function considers the letter grades for the selected grade item for all or selected courses in the current report card grading period based on the specified minimum and maximum grade criteria. This function includes courses that collect grades and match the criteria, even if the student has dropped the course. If the grade matches the criteria for any included course, the student is counted.              |
|                                | <b>Note</b><br>If this eligibility rule is run on a date that is less than the active calendar start date or greater<br>than the last report card period end date, the current period is not available and the function<br>does not return any values.  |
|                                | If this rule is used in Program Management, the function only considers grades assigned<br>at the school associated with the program session. If it is used in Honor Rolls, it<br>considers those grades assigned at the school associated with the honor roll definition.  |
|                                | <b>Note</b><br>Grading functions evaluate data in the active calendar.  |
|                                | The course search parameter is based on internal course IDs, which change in each calendar. In the planning calendar, the course search is based on the courses in the active calendar. After you run YEP, you must re-create rules that use this parameter in the new active calendar.   |
|                                | Parameters available:   |
|                                | Grade Item  |
|                                | • Letter Grade  |
|                                | • Courses   |

| Function                        | Description   |
|---------------------------------|---|
| Letter grade in previous period | Returns a value for students whose letter grade for the specified grade item in the previous report card grading period matches the criteria specified in the eligibility rule.   |
|                                 | This function considers the letter grades for the selected grade item for all or selected courses in the previous report card grading period based on the specified minimum and maximum grade criteria. This function includes courses that collect grades and match the criteria, even if the student has dropped the course. If the grade matches the criteria for any included course, the student is counted. |
|                                 | <b>Note</b><br>If this eligibility rule is run on a date that is less than or equal to the first report card period end date, the previous period is not available and the function does not return any values. The previous period is the last report card period if the eligibility rule is run on a date that is greater than the last report card period end date.  |
|                                 | If this rule is used in Program Management, the function only considers grades assigned<br>at the school associated with the program session. If it is used in Honor Rolls, it<br>considers those grades assigned at the school associated with the honor roll definition.  |
|                                 | Note<br>Grading functions evaluate data in the active calendar.   |
|                                 | The course search parameter is based on internal course IDs, which change in each calendar. In the planning calendar, the course search is based on the courses in the active calendar. After you run YEP, you must re-create rules that use this parameter in the new active calendar.   |
|                                 | Parameters available:   |
|                                 | • Grade Item  |
|                                 | • Letter Grade  |
|                                 | • Courses   |
| Num. grade count, all periods   | Returns a value for students whose number of numeric grades for the specified grade<br>item for any report card grading period in the current year matches the criteria specified<br>in the eligibility rule.   |
|                                 | This function counts the number of numeric grades for the selected grade item for all or selected courses for any report card grading period in the current year based on the specified minimum and maximum grade criteria. This function includes courses that collect grades and match the criteria, even if the student has dropped the course.  |
|                                 | If this rule is used in Program Management, the function only considers grades assigned<br>at the school associated with the program session. If it is used in Honor Rolls, it<br>considers those grades assigned at the school associated with the honor roll definition.  |
|                                 | <b>Note</b><br>Grading functions evaluate data in the active calendar.  |
|                                 | The course search parameter is based on internal course IDs, which change in each calendar. In the planning calendar, the course search is based on the courses in the active calendar. After you run YEP, you must re-create rules that use this parameter in the new active calendar.   |
|                                 | Parameters available:   |
|                                 | • Grade Item  |
|                                 | Minimum Grade   |
|                                 | • Maximum Grade   |
|                                 | • Courses   |

| Function                          | Description  |
|-----------------------------------|--|
| Num. grade count, current period  | Returns a value for students whose number of numeric grades for the specified grade<br>item in the current report card grading period matches the criteria specified in the<br>eligibility rule.   |
|                                   | This function counts the number of numeric grades for the selected grade item for all or selected courses in the current report card grading period based on the specified minimum and maximum grade criteria. This function includes courses that collect grades and match the criteria, even if the student has dropped the course.                                  |
|                                   | <b>Note</b><br>If this eligibility rule is run on a date that is less than the active calendar start date or greater than the last report card period end date, the current period is not available and the function does not return any values.   |
|                                   | If this rule is used in Program Management, the function only considers grades assigned<br>at the school associated with the program session. If it is used in Honor Rolls, it<br>considers those grades assigned at the school associated with the honor roll definition.   |
|                                   | <b>Note</b><br>Grading functions evaluate data in the active calendar.   |
|                                   | The course search parameter is based on internal course IDs, which change in each calendar. In the planning calendar, the course search is based on the courses in the active calendar. After you run YEP, you must re-create rules that use this parameter in the new active calendar.  |
|                                   | Parameters available:  |
|                                   | • Grade Item   |
|                                   | Minimum Grade  |
|                                   | Maximum Grade  |
|                                   | • Courses  |
| Num. grade count, previous period | Returns a value for students whose number of numeric grades for the specified grade<br>item in the previous report card grading period matches the criteria specified in the<br>eligibility rule.  |
|                                   | This function counts the number of numeric grades for the selected grade item for all or selected courses in the previous report card grading period based on the specified minimum and maximum grade criteria. This function includes courses that collect grades and match the criteria, even if the student has dropped the course.                                 |
|                                   | <b>Note</b><br>If this eligibility rule is run on a date that is less than or equal to the first report card period end date, the previous period is not available and the function does not return any values. The previous period is the last report card period if the eligibility rule is run on a date that is greater than the last report card period end date. |
|                                   | If this rule is used in Program Management, the function only considers grades assigned<br>at the school associated with the program session. If it is used in Honor Rolls, it<br>considers those grades assigned at the school associated with the honor roll definition.   |
|                                   | <b>Note</b><br>Grading functions evaluate data in the active calendar.   |
|                                   | The course search parameter is based on internal course IDs, which change in each calendar. In the planning calendar, the course search is based on the courses in the active calendar. After you run YEP, you must re-create rules that use this parameter in the new active calendar.  |
|                                   | Parameters available:  |
|                                   | • Grade Item   |
|                                   | Minimum Grade  |
|                                   | Maximum Grade  |
|                                   | • Courses  |

| Function                        | Description  |
|---------------------------------|--|
| Numeric grade in all periods    | Returns a value for students whose numeric grade for the specified grade item for any report card grading period in the current year matches the criteria specified in the eligibility rule.   |
|                                 | This function considers the numeric grades for the selected grade item for all or selected courses for any report card grading period in the current year based on the specified minimum and maximum grade criteria. This function includes courses that collect grades and match the criteria, even if the student has dropped the course. If the grade matches the criteria for any included course, the student is counted. |
|                                 | If this rule is used in Program Management, the function only considers grades assigned<br>at the school associated with the program session. If it is used in Honor Rolls, it<br>considers those grades assigned at the school associated with the honor roll definition.   |
|                                 | <b>Note</b><br>Grading functions evaluate data in the active calendar.   |
|                                 | The course search parameter is based on internal course IDs, which change in each calendar. In the planning calendar, the course search is based on the courses in the active calendar. After you run YEP, you must re-create rules that use this parameter in the new active calendar.  |
|                                 | Parameters available:  |
|                                 | • Grade Item   |
|                                 | Minimum Grade  |
|                                 | Maximum Grade  |
|                                 | • Courses  |
| Numeric grade in current period | Returns a value for students whose numeric grade for the specified grade item in the current report card grading period matches the criteria specified in the eligibility rule.  |
|                                 | This function considers the numeric grades for the selected grade item for all or selected courses in the current report card grading period based on the specified minimum and maximum grade criteria. This function includes courses that collect grades and match the criteria, even if the student has dropped the course. If the grade matches the criteria for any included course, the student is counted.              |
|                                 | <b>Note</b><br>If this eligibility rule is run on a date that is less than the active calendar start date or greater than the last report card period end date, the current period is not available and the function does not return any values.   |
|                                 | If this rule is used in Program Management, the function only considers grades assigned<br>at the school associated with the program session. If it is used in Honor Rolls, it<br>considers those grades assigned at the school associated with the honor roll definition.   |
|                                 | Note   |
|                                 | Grading functions evaluate data in the active calendar.  |
|                                 | the planning calendar, the course search is based on the course internal course in the active calendar. After you run YEP, you must re-create rules that use this parameter in the new active calendar.  |
|                                 | Parameters available:  |
|                                 | Grade Item   |
|                                 | Minimum Grade  |
|                                 | Maximum Grade  |
|                                 | • Courses  |

| Function                          | Description  |
|-----------------------------------|--|
| Numeric grade in previous period  | Returns a value for students whose numeric grade for the specified grade item in the previous report card grading period matches the criteria specified in the eligibility rule.   |
|                                   | This function considers the numeric grades for the selected grade item for all or selected courses in the previous report card grading period based on the specified minimum and maximum grade criteria. This function includes courses that collect grades and match the criteria, even if the student has dropped the course. If the grade matches the criteria for any included course, the student is counted. |
|                                   | <b>Note</b><br>If this eligibility rule is run on a date that is less than or equal to the first report card period end date, the previous period is not available and the function does not return any values. The previous period is the last report card period if the eligibility rule is run on a date that is greater than the last report card period end date.   |
|                                   | If this rule is used in Program Management, the function only considers grades assigned<br>at the school associated with the program session. If it is used in Honor Rolls, it<br>considers those grades assigned at the school associated with the honor roll definition.   |
|                                   | Note   |
|                                   | Grading functions evaluate data in the active calendar.  |
|                                   | The course search parameter is based on internal course IDs, which change in each calendar. In<br>the planning calendar, the course search is based on the courses in the active calendar. After you<br>run YEP, you must re-create rules that use this parameter in the new active calendar.  |
|                                   | Parameters available:  |
|                                   | • Grade Item   |
|                                   | Minimum Grade  |
|                                   | • Maximum Grade  |
|                                   | • Courses  |
| Health Category                   |  |
| Student is exam compliant         | Returns a value for students who are or are not compliant for a specific health examination type as of a specified date.   |
|                                   | Parameters available:  |
|                                   | Start Date   |
|                                   | End Date   |
|                                   | Health Examination Type  |
| Student is immunization compliant | Returns a value for students who are or are not compliant with all their scheduled immunizations as of the day the rule is run.  |
|                                   | No parameters.   |
| Student is pregnant               | Returns a value for students who are pregnant as of the date the rule is run.  |
|                                   | Students are considered pregnant if a date is entered in the Due Date field and the Pregnancy Outcome date field is empty.   |
|                                   | No parameters.   |
| Historical Category               |  |
| Credits earned, last year         | Returns a value for students who earned a specified number of credits last year.   |
|                                   | This function calculates credits earned for the previous year. If the credits earned last year match the specified credits, the student is counted.  |
|                                   | No parameters.   |

| Function                | Description  |
|-------------------------|--|
| Credits earned, overall | Returns a value for students who have earned a specified number of credits in all previous years.  |
|                         | This function calculates the total credits earned for all previous years, up to and including last year. If the sum of the earned credits for previous years matches the specified earned credits, the student is counted.   |
|                         | No parameters.   |
| Cum GPA by last term    | Returns a value for students whose cumulative GPA matches the specified criteria in the last term of the previous year.  |
|                         | This function considers the cumulative GPA value stored for the last term of the previous year. If this value matches the criteria specified in the eligibility rule, the student is counted.  |
|                         | Parameters available:  |
|                         | Cumulative GPA Definition  |
| Days absent-percent     | Returns a value for students whose percentage of days absent in the previous year matches the specified percentage.  |
|                         | The function determines the percentage by summing the student's total number of attendance values with a type of absent (excused and unexcused) for all schools the student attended in the previous year. This sum is divided by the total number of possible days of attendance for the student for all schools the student attended in the previous year. If the student's days absent percentage matches the specified percentage, the student is counted.               |
|                         | No parameters.   |
| Days present-percent    | Returns a value for students whose percentage of days present in the previous year matches the specified percentage.   |
|                         | The function determines the percentage by summing the student's total number of attendance values with a type of present for all schools the student attended in the previous year and using this sum as the numerator. This sum is divided by the total number of possible days of attendance for the student for all schools the student attended in the previous year. If the student's days present percentage matches the specified percentage, the student is counted. |
|                         | No parameters.   |
| GPA for last term       | Returns a value for students whose GPA matches the specified criteria in the last term of the previous year.   |
|                         | This function considers the GPA value stored for the last term of the previous year. If this value matches the criteria specified in the eligibility rule, the student is counted.   |
|                         | <b>Note</b><br>This function uses the Cumulative GPA definition so that you can select a Potential Credits if required. GPA definitions do not currently support Potential Credits formulas.   |
|                         | Parameters available:  |
|                         | Cumulative GPA Definition  |

| Function            | Description   |
|---------------------|---|
| Letter grade        | Returns a value for students whose letter grade in the transcript column for a selected historical course matches the criteria in the eligibility rule.   |
|                     | This function looks at the student's letter grade in the transcript column for a specified historical course. If the letter grade matches the specified criteria, the student is counted.   |
|                     | <b>Note</b><br>This function includes a search control that enables users to search for historical courses.   |
|                     | Parameters available:   |
|                     | Transcript Column   |
|                     | • Letter grade  |
|                     | • Courses   |
| Letter grade count  | Returns a value for students whose number of letter grades in the transcript column for selected historical courses matches the criteria in the eligibility rule.   |
|                     | This function counts the number of letter grades in the transcript column for all or selected historical courses and compares it against the specified criteria. If the number of letter grades matches the specified criteria, the student is counted.   |
|                     | <b>Note</b><br>This function includes a search control that enables users to search for historical courses.   |
|                     | Parameters available:   |
|                     | Transcript Column   |
|                     | • Letter grade  |
|                     | • Courses   |
| Numeric grade       | Returns a value for students whose numeric grade in the transcript column for a selected historical course matches the criteria specified in the eligibility rule.  |
|                     | This function looks at the student's numeric grade in the transcript column for a specified historical course. If the numeric grade matches the specified criteria, the student is counted.   |
|                     | <b>Note</b><br>This function includes a search control that enables users to search for historical courses.   |
|                     | Parameters available:   |
|                     | Transcript Column   |
|                     | Minimum Grade   |
|                     | Maximum Grade   |
|                     | • Courses   |
| Numeric grade count | Returns a value for students whose number of numeric grades in the transcript column for selected historical courses matches the criteria specified in the eligibility rule.  |
|                     | This function counts the number of numeric grades in the transcript column for all or selected historical courses and compares it against the specified criteria. If the number of numeric grades matches the specified criteria, the student is counted. |
|                     | <b>Note</b><br>This function includes a search control that enables users to search for historical courses.   |
|                     | Parameters available:   |
|                     | Transcript Column   |
|                     | Minimum Grade   |
|                     | Maximum Grade   |
|                     | • Courses   |

| Function                      | Description   |
|-------------------------------|---|
| Program Management Category   | ,   |
| Enrolled in district program  | Returns a value for students who are enrolled in any school within the district and are participating in the specified program during the specified date range.   |
|                               | Parameters available:   |
|                               | Start Date  |
|                               | • End Date  |
|                               | Program Category  |
|                               | • Program   |
| Enrolled in school program    | Returns a value for students who are enrolled in the specific program session at the same school. The school for the program session for the application must match the school for program participation for the specified program (session).   |
|                               | For example, a student is enrolled in the prerequisite program at school A and applies for the program that is using this eligibility criteria at schools A, B, and C. They will be eligible only at school A.                                  |
|                               | Parameters available:   |
|                               | • Start Date  |
|                               | • End Date  |
|                               | Program Category  |
|                               | • Program   |
|                               | Program Session   |
| Lives within school proximity | Determines if the value in the Miles From School field on the Apply to Programs page<br>for the selected students falls within the range specified in the criteria.   |
|                               | Use this function to determine queue eligibility.   |
|                               | Note  |
|                               | Since this function is based on applicant information, it will not work correctly once the student<br>is a participant in the program. Do not use it to determine program eligibility.  |
|                               | Parameters available:   |
|                               | • Max Miles From School   |
|                               | Min Miles From School   |
|                               | Program Category  |
|                               | • Program   |
|                               | Program Session   |
|                               | <b>Note</b><br>The Program Category, Program, Program Session parameters do not default to the program<br>the rule is defined for. Make sure you select the correct program category, program, and<br>program session for the eligibility rule. |
| Program document received     | Returns a value for students who have or have not submitted the specified document for the specified program session within the specified date range.   |
|                               | Parameters available:   |
|                               | • Start Date  |
|                               | End Date  |
|                               | Program Category  |
|                               | • Program   |
|                               | Program Document  |

| Function                          | Description   |
|-----------------------------------|---|
| Sibling in School                 | Compares the selected applicant's family ID against all family numbers for students enrolled in a school where the session is offered within a specified date range and returns a true/false value.   |
|                                   | This function is typically used to determine queue eligibility, e.g., for a sibling queue.  |
|                                   | <b>Note</b><br>If Family Management is not used, all results return as False.   |
|                                   | Parameters available:   |
|                                   | Start Date  |
|                                   | • End Date  |
| Sibling in Program at School      | Compares the selected applicant's family ID against all family numbers for students assigned to a specific program at the school where the session is offered within a specified date range and returns a true/false value.   |
|                                   | This function is typically used to determine queue eligibility, e.g., for a sibling queue.  |
|                                   | <b>Note</b><br>If Family Management is not used, all results return as False.   |
|                                   | Parameters available:   |
|                                   | • Start Date  |
|                                   | • End Date  |
|                                   | Program Category  |
|                                   | • Program   |
| Student is in program grade level | Returns a value for students who are or who are not in a grade level that falls within the grade levels specified for the program session.  |
|                                   | Parameters available:   |
|                                   | Program Category  |
|                                   | • Program   |
|                                   | Program Session   |
| Student Behavior Category         |   |
| Number of incidents for category  | Returns a value for students who have the specified total number of incidents for the selected incident category as of the specified date.  |
|                                   | This function counts the number of incidents for the specified event/concern category<br>in which the student was a Primary offender and the incident start date falls within the<br>specified date range. If the number equals or exceeds the number specified in the<br>eligibility criteria, the student is counted. |
|                                   | Parameters available:   |
|                                   | • Start Date  |
|                                   | End Date  |
|                                   | Incident Category   |

| Function                           | Description   |
|------------------------------------|---|
| Number of incidents by<br>severity | Returns a value for students who have the specified total number of incidents for the selected incident severities as of the specified date range.  |
|                                    | This function counts the number of incidents with the specified severity in which the student was a Primary offender and the incident start date falls within the date range. If the number equals or exceeds the number specified in the eligibility criteria, the student is counted.   |
|                                    | Parameters available:   |
|                                    | • Start Date  |
|                                    | End Date  |
|                                    | Incident Category   |
|                                    | Incident Severity   |
| Number of actions                  | Returns a value for students who have a specified total number of actions for the selected category as of the specified date range.   |
|                                    | This function counts the number of actions for the specified action category for which<br>the student is a Primary offender and the target action start date falls within the<br>specified date range. If this number equals or exceeds the number specified in the<br>eligibility criteria, the student is counted. This function considers incident records across<br>the district.   |
|                                    | Parameters available:   |
|                                    | • Start Date  |
|                                    | End Date  |
|                                    | Action Category   |
|                                    | • Actions   |
| Number of action step days         | Returns a value for students who have the specified total number of action step days for the selected action step as of the specified date range.   |
|                                    | This function counts the number of action step days a student received for the selected action step in which the student is the Primary offender and the action step start date falls within the specified date range. If this number equals or exceeds the number specified in the eligibility criteria, the student is counted.   |
|                                    | For example, the eligibility criteria specifies the action step category of "Discipline Code Violation" and the date range $01/01/2006 - 01/31/2006$ . Student A has two incident records with the action step category "Discipline Code Violation". Incident 1 has the action step date range $01/02/2006 - 01/04/2006$ (equals three days). Incident 2 has the action step date range $01/04/2006 - 01/07/2006$ (equals three days because the 7th is a weekend day). However, the function does not count days twice and since the date ranges for the two incidents overlap by one day ( $01/04/2006$ ), the function returns a count of five days, not six days. |
|                                    | Parameters available:   |
|                                    | • Start Date  |
|                                    | • End Date  |
|                                    | Action Step Category  |
|                                    | Action Steps  |

| Function                 | Description   |
|--------------------------|---|
| Test Management Category |   |
| Alpha skill score        | Returns a value for students who have the specified test score for the specified test, subtest, skill, and alphanumeric score type combination for any test date that falls on or after the start date and on or before the end date of the specified date range. |
|                          | Parameters available:   |
|                          | Start of Test Date Range  |
|                          | End of Test Date Range  |
|                          | • Test Name   |
|                          | Subtest Name     Skill Name   |
|                          | Alpha Score Type  |
| Alpha subtest score      | Returns a value for students who have the specified score for the specified test, subtest,<br>and alphanumeric score combination for any test date that falls on or after the start date<br>and on or before the end date of the specified date range.            |
|                          | Parameters available:   |
|                          | Start of Test Date Range  |
|                          | End of Test Date Range  |
|                          | Test Name   |
|                          | • Subtest Name  |
|                          | Alpha Subtest Score Type  |
| Alpha test score         | Returns a value for students who have the specified score for the specified test and alphanumeric score type combination for any test date that falls on or after the start date and on or before the end date of the specified date range.                       |
|                          | Parameters available:   |
|                          | Start of Test Date Range  |
|                          | End of Test Date Range     Test Name  |
|                          | Alpha Test Score Type   |
| Numeric skill score      | Returns a value for students who have the specified score for the specified test, subtest, skill, and numeric score type combination for any test date that falls on or after the start date and on or before the end date of the specified date range.           |
|                          | Parameters available:   |
|                          | Start of Test Date Range  |
|                          | • End of Test Date Range  |
|                          | Test Name     Subtest Name  |
|                          | Subjest Name     Skill Name   |
|                          | Numeric Score Type  |
| Numeric subtest score    | Returns a value for students who have the specified score for the specified test, subtest,  |
|                          | and numeric score type combination for any test date that falls on or after the start date<br>and on or before the end date of the specified date range.  |
|                          | Parameters available:   |
|                          | Start of Test Date Range  |
|                          | End of Test Date Range     Test Name  |
|                          | Subtest Name  |
|                          | Numeric Score Type  |

| Function           | Description  |
|--------------------|--|
| Numeric test score | Returns a value for students who have the specified score for the specified test and numeric score type combination for any test date that falls on or after the start date and on or before the end date of the specified date range. |
|                    | Parameters available:  |
|                    | Start of Test Date Range   |
|                    | End of Test Date Range   |
|                    | Test Name  |
|                    | Numeric Score Type   |

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