

Programs (Academic Planning)

Last Modified on 01/07/2026 9:09 am CST

Tool Search: Programs

The Programs tool lists the Graduation Program and Academic Programs (if available in your state) for the selected student. [Progress](#) and [Course Plan](#) information can be entered and managed after a Program is assigned to a student.

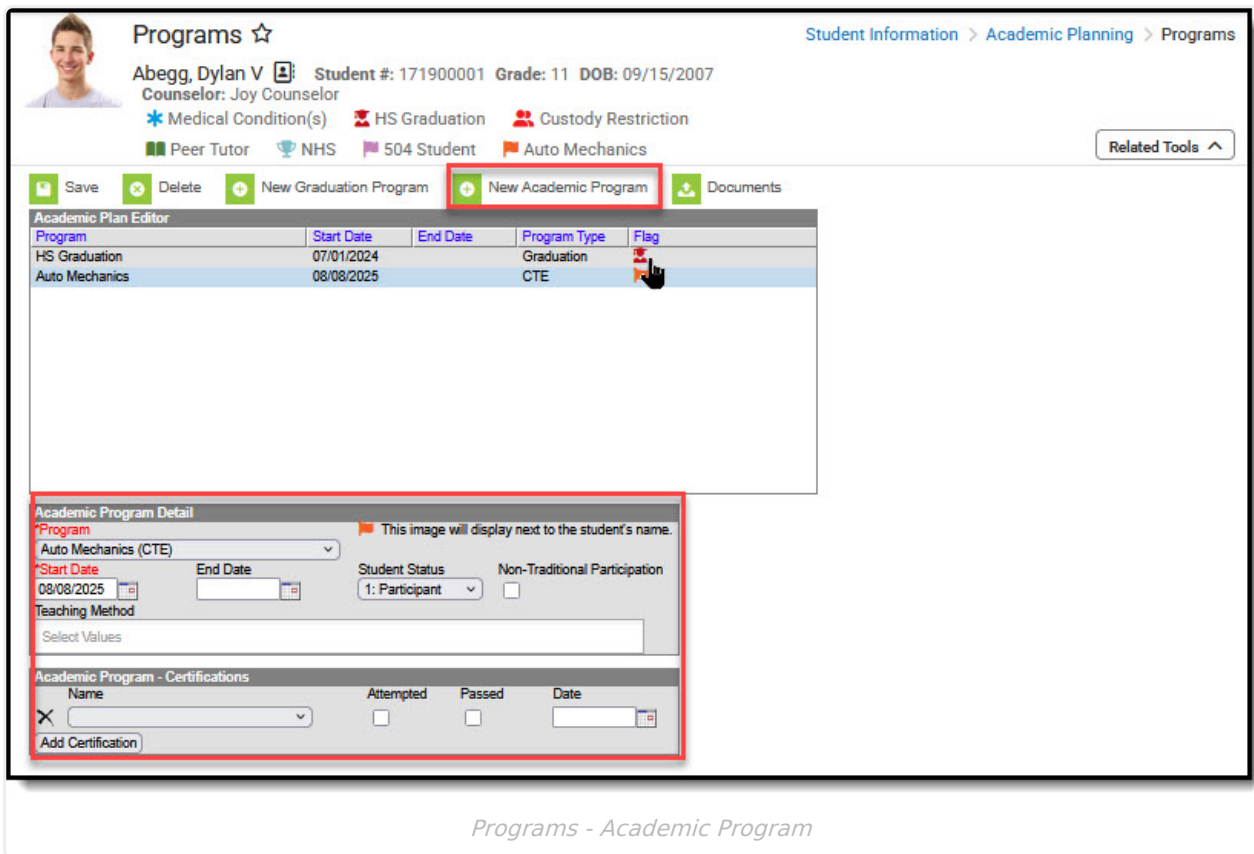
- **Academic Programs** define requirements for completion of the selected Academic program, including specific course requirements and any assessments/certificates needed for program completion.
- **Graduation Programs** are used to show a student's progress toward graduation based on the requirements entered for the program.

Use the [Batch Program Assignment Wizard](#) to manage assignment of programs to multiple students.

See the [Programs \(Academic Planning\) Tool Rights](#) article to learn about rights needed to use this tool.

Academic Programs

Students may have one or more Academic Programs assigned to them. See the [Programs \(Academic Planning\) - Field Definitions](#) article for more information about the fields found in this tool.



The screenshot shows the 'Programs' section for a student named Abegg, Dylan V. The interface includes a top navigation bar with 'Student Information', 'Academic Planning', and 'Programs'. Below the student's profile, there are tabs for 'Medical Condition(s)', 'HS Graduation', 'Custody Restriction', 'Peer Tutor', 'NHS', '504 Student', and 'Auto Mechanics'. A 'Related Tools' button is also present. The main area features a 'Program Editor' table with columns for 'Program', 'Start Date', 'End Date', 'Program Type', and 'Flag'. The table lists 'HS Graduation' and 'Auto Mechanics'. A 'New Academic Program' button is highlighted in red. Below the table, the 'Academic Program Detail' form is shown, which includes fields for 'Program' (set to 'Auto Mechanics (CTE)'), 'Start Date' (08/08/2025), 'End Date', 'Student Status' (1: Participant), and 'Non-Traditional Participation'. There is also a section for 'Academic Program - Certifications' with a table for 'Name', 'Attempted', 'Passed', and 'Date'.

Programs - Academic Program

Add Academic Program

1. Select the **New** icon. A **Program Detail** table appears below the **Program Editor**.
2. **Choose a Program Type**. When adding an Academic Program, select the **Academic Program** option.
3. Select the **Academic Program** to assign to the student from the dropdown list.
4. Enter the **Start Date** for the program.
5. **Save** when finished. The new program is listed in the **Program Editor** table. If a flag and a flag image has been assigned to the Program, that image displays next to the student's name, in the Plan Editor, and when viewing the Program Detail.

Update Academic Program

1. Select the program from the **Academic Plan Editor**.
2. Add or update information.
3. If the program has been completed or the student is leaving the program, enter an **End Date**.
4. **Save** when finished.

Delete Academic Program

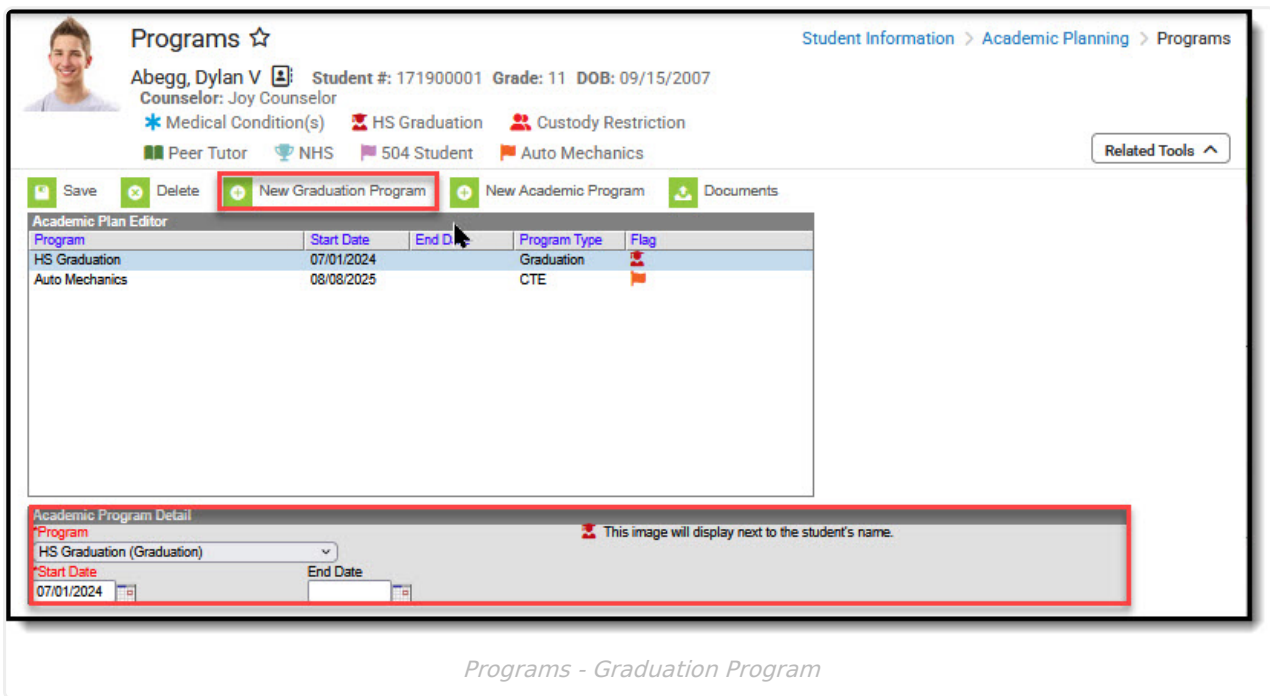
To delete a program for a student, select the entry to be deleted from the **Program Detail** area and click the **Delete** icon. This permanently removes the program from the student's record.

- The Delete option should only be used when a program was assigned in error.
- Use Start and End dates to indicate the duration of a student's participation in a program.


Graduation Programs




Things to note:





- A student may only have one graduation program assigned to them at a time.
- Assigning a new graduation program replaces the existing program, which may impact a student's course plan.
- End dating a Graduation Program and adding a new one removes the old program from the student's Plan Editor list.
- Deleting a student's graduation program will also delete planned courses in their Course Plan.





Programs ☆ Student Information > Academic Planning > Programs

Abegg, Dylan V  **Student #:** 171900001 **Grade:** 11 **DOB:** 09/15/2007
 Counselor: Joy Counselor


 Medical Condition(s)
  HS Graduation
  Custody Restriction

 Peer Tutor
  NHS
  504 Student
  Auto Mechanics
 Related Tools ^

Save Delete **New Graduation Program** New Academic Program Documents

Program	Start Date	End Date	Program Type	Flag
HS Graduation	07/01/2024		Graduation	
Auto Mechanics	08/08/2025		CTE	

Academic Program Detail

*Program: HS Graduation (Graduation)  This image will display next to the student's name.

*Start Date: 07/01/2024 End Date:

Programs - Graduation Program

Add Graduation Program

1. Select the **New Graduation Program** icon. A **Graduation Program Detail** table will appear below the **Program Editor**.
2. Select the **Graduation Program** to assign to the student from the dropdown list. If the item chosen is a flagged program, once selected a note to the right of that dropdown list will appear, indicating the image assigned to the program that will display next to the student's name.
3. Enter the **Start Date** for the program.
4. Click **Save** when finished.
5. If a flag and a flag image has been assigned to the Program, that image displays next to the student's name, in the Editor table and when viewing the detail of the program.

End Graduation Program

1. Select the **Program** from the Program Editor.
2. In the Program Detail area, enter an **End Date** for the program.

Replace Graduation Program

If a program was assigned to the student in error, or the student needs to be reassigned:

1. Select the existing program from the Program Editor.
2. Select the correct program in the **Program** dropdown list to assign to the student.
3. Enter the **Start Date** of the program.
4. Click the **Save** icon. The newly selected program displays in the Program editor.
5. **Note that assigning a new Graduation Program may impact the student's Course Plan, if one exists.**

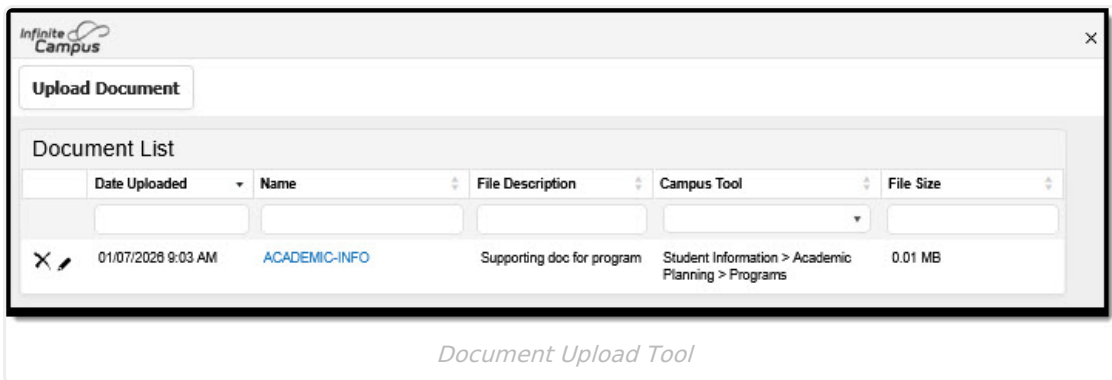
Delete Graduation Program

To delete a program for a student, select the entry to be deleted from the **Program Detail** area and click the **Delete** icon. This permanently removes the program from the student's record.

- The Delete option should only be used when a program was assigned in error.
- Start and End dates should be used to indicate the duration of a student's participation in a program.

Documents

To view documents, click the **Documents** button on the action bar. See the [Student Person Documents](#) article for more information.



Document Upload Tool

Upload Document

Document List

Date Uploaded	Name	File Description	Campus Tool	File Size
01/07/2028 9:03 AM	ACADEMIC-INFO	Supporting doc for program	Student Information > Academic Planning > Programs	0.01 MB