

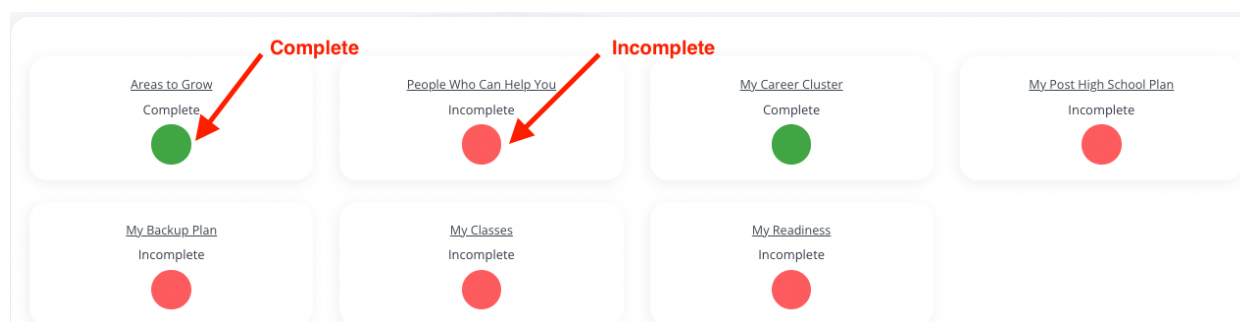
## How to Submit Your Graduation Plan

To complete your grad plan, first log into Transeo in Clever and click on My Journey in the navigation bar, then select My Plan.

Next you will see some personalized information:

- *Current Attendance*
- *Academic Plan Progress* - this is your current progress towards obtaining all of the credits required for graduation.
- *Current GPA*
- *Test Scores* - Here you can see any final test scores and your weighted GPA.
- *Course History* - View your completed courses.

*Next you will see a series of sections. If you see a red dot, that means the section is incomplete. Once you complete each section, it will turn green. If you see a section in this tutorial that's not on your grad plan - don't worry! That means we decided not to include it and it's not required.*



### People Who Can Help You

You must have at least one parent/guardian in this section. They will receive a copy of your grad plan.

To add someone new, click Add Person. Type in their name, email, if they are a parent or guardian, the role in your life, and how they can help you. Click Save when done.

### My Career Cluster

Choose a career cluster. Use the information you gathered from your YouScience assessments. Don't worry about making the wrong choice - you can always go back and change it at a later time.

### My Post High School Plan

What kind of education or training are you planning on after high school? Think about your career cluster and do some research about what kinds of education or training is required to get there. If you need help, go back to your YouScience report.

Choose an option from the drop down menu. Click Save when done.

### My Classes

Click the My Classes section below to get started. With your career cluster in mind, and with the advice of parents or guardians, counselors or other school admins, you can select the classes you would like to take each year for each subject area.


Keep in mind that this is simply a visual planner. You will still need to make your course selections every year during the scheduling time.

## My Readiness

Here is where you will select seals to work towards. For each set of badges, use the orange instructions to choose the required number. Click on a badge or seal to see what is involved in earning it. Once you are done selecting your badges or seals click Close at the bottom.


Badge Requirement Name will go here!

[select 2 more](#)



ACT Remediation Free

Add



Community Service Seal


Add

You may be already on your way to earning badges (depending on the requirements)!

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Choose 3 badges

[select 3 more](#)




Academic Honors Diploma

Add




Biliteracy Seal

Add




Military Enlistment Seal

Add



Science Seal

Add



Technology Seal

Add

Use the orange instructions to choose a specific number of badges

Add Badges

## Academic Plan Progress

Here you can see credit requirements by subject, how many each subject requires, how many you have earned to date, and how many more are needed. The bottom of this table provides the totals of these numbers.

Academic Plan Progress <b>Academic Plan Progress</b>			
Requirements			
Requirement	Credits Required	Credits Earned to Date	Credits Needed
CORE - English	4	0	4
Algebra I	1	0	1
art	1	0	1
CORE - Languages	2	0	2
CORE - Math	2	0	2
CORE - Science	3	0	3
health/p.e.	2	0	2
<b>Check your credit status</b>			
Credits Required: 15		Credits Earned to Date: 0	Credits Needed: 15

## Submitting the Graduation Plan

You are able to submit your grad plan once all required sections have been completed. Click Submit For Approval.

Since your parents or guardians were included in the "People Who Can Help" section, you will see an acknowledgement that they will receive a copy of your grad plan as well. Click Save.