

District School Honor Roll Templates

This application allows a district to establish their criteria they use for determining Honor Rolls. This application is found under the **District Grade Processing Setup** menu.

*EzStart -> Lumen Touch - District Admin -> District Grade Processing Setup -> District Grade Processing Setup -> District School **Honor Roll** Templates*

1. To create a new template, click **Add New**.
2. Choose the School and give the template a name.
3. **Honor Roll Rank**
 - 3.1. The Honor Roll Rank is used to determine if a student meets the criteria possibly for different honor rolls.
 - 3.2. If a student qualifies for more than 1 Honor Roll, the student will only be listed in the Honor Roll with the highest rank.
 - 3.3. Example: A student could meet all the criteria for the A Honor Roll and also the Principals Honor Roll. The Honor Roll Rank for the Principal Honor Roll is 100 and the A Honor Roll is 90. The student will be listed on the Principal Honor Roll and not the A Honor Roll.
4. **Grading Scale Used**
 - 4.1. The grading scale selected here will be used to determine if students have met the Grade requirement and to identify the Grade Value earned overall for the Honor Roll marking period being processed.
 - 4.2. Used when no grade below a certain grade is a requirement.
5. **GPA Requirements**
 - 5.1. The GPA entered is used to determine if the student has met the Honor Roll requirements for this Honor Roll Template.
 - 5.2. Enter the lowest value that qualifies a student for this Honor Roll.
6. **Grade Value Requirements**
 - 6.1. If used, enter the lowest grade a student can have and still qualify for this Honor Roll.
 - 6.2. Example: No letter grade less than: C-.
7. **Minimum # of Required Core Courses**
 - 7.1. If used, students must have at least the number entered of Core Courses to qualify for the Honor Roll
8. **Attendance Requirements**
 - 8.1. Absent and/or Tardy values can be entered.
 - 8.2. Any student with absences or tardies exceeding these values will not qualify for the Honor Roll.
9. **Student Class Load Requirements**
 - 9.1. Minimum number of Credits and/or Courses can be entered. If the student does not meet the number, the student will not qualify for the Honor Roll

10. Honor Roll Uses only Core Courses

10.1. Honor Roll Uses only Core Courses: Y or N

10.2. If this field = Y then only the records on Course Master, Core Course = Y will be included in the Honor Roll GPA calculation.

10.3. If this field = N then all Master Schedule courses that are marked to be included in the Honor Roll processing will be for the marking period processed.

11. Honor Roll Letter Template

All staff who will be accessing any Lumen Template(s) must have OpenOffice loaded on their workstation. For instructions on how to setup templates, see Attendance Monitoring Notification Letters in the Attendance Monitoring folder in the Help Center.