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** = New or updated information
Overview

The Golden State Seal Merit Diploma form is available when logged into a School in Aeries Client Version. This form will allow users to generate a report for all 12th grade students who qualify for the Golden State Seal Merit Diploma. At the end of the school year the form can be used to add Activities and Awards (ACT) records for the students that qualified. The ACT records will be used in future CALPADS collection of Golden State Seal Merit Diploma recipients.

This report can also be generated for any grade level to determine the remaining requirements that must be met in order for a student to qualify.

The form has been updated to meet the Class of 2017 Eligibility Requirements:

To be eligible for the GSSMD, students must be eligible to receive a high school diploma and have demonstrated the mastery of the curriculum in at least six subject matter areas as follows:

1. English-language Arts: Students must have earned one of any of the following:
   a. A grade of B+ (or numerical equivalent) or above in a single course (each semester) completed in grade nine, ten, or eleven
   b. An achievement level of “Standard Met” for the high school Smarter Balanced Summative Assessment

2. Mathematics: Students must have earned one of any of the following:
   a. A grade of B+ (or numeric equivalent) or above in a single course (each semester) completed in grade nine, ten, or eleven
   b. An achievement level of “Standard Met” for the high school Smarter Balanced Summative Assessment

3. Science: Students must have earned one of any of the following:
   a. A grade of B+ (or numeric equivalent) or above in a single course (each semester) completed in grade nine, ten, or eleven
   b. A qualifying score that demonstrates mastery of the subject as determined by the LEA for an examination produced by a private provider or LEA

4. U.S. History: Students must have earned one of any of the following:
   a. A grade of B (or numerical equivalent) or above upon completion of the required U.S. history course (each semester)
   b. A qualifying score that demonstrates mastery of the subject as determined by the LEA for an examination produced by a private provider or LEA

5. Other two subject matter areas: Students may choose from any of the following:
   a. Any additional qualifying grade or score listed above earned for the subjects of ELA, mathematics, science, or U.S. history not already used to meet eligibility
   b. A grade of B (or numerical equivalent) or above upon the completion of high school courses in other subjects
   c. A qualifying score that demonstrates mastery of other subjects, as determined by the LEA, for an examination produced by a private provider or LEA

NOTE: Due to the complexity of the Golden State Seal Merit Diploma requirements, all results should be manually verified for accuracy.

NOTE: As of the 3/17/2017 Aeries Client update the qualification calculations have been adjusted to address the “each semester” wording in the eligibility requirements. The calculations now evaluate the student grades by term rather than using the average GPA. Also, per the state, college level courses and waived courses do not fulfill the eligibility requirements will not be included in the calculation.
Security

In order to run the Golden State Seal Merit Diploma a user will need to have at least Read access to the following tables:

- Activities and Awards (ACT) (users that will be mass adding ACT records will also need Insert and Update)
- Code (COD)
- Course (CRS)
- Testing Control Table (CTL)
- College Test Scores (CTS)
- Grade Codes (Valid Marks) (GRC)
- Course History (Transcripts) (HIS)
- Options (OPT) (Update access is also required for this table)
- Graduation Requirements (REQ)
- Student Data (STU)
- Test Scores (TST)

Golden State Seal Merit Diploma Form

The Golden State Seal Merit Diploma form can be accessed through View All Forms, filter for Golden State Seal Merit Diploma. Due to the complexity of the requirements a message will come up warning users that all results should be verified for accuracy. Click on the OK button to continue into the form.

On the initial opening of the form certain tests, achievement levels, and options will be populated by default. All options should be reviewed and updated if necessary. The options will then be saved in the Options (OPT) table so the next time the Golden State Seal Merit Diploma report is run the same options will be used.

NOTE: All options (including subject areas, qualifying exams, achievement levels, course or subject grade calculations, and student grade levels) should be reviewed and updated prior to running the report.
Golden State Seal Set Up

Qualifying Examinations

The English-Language Arts (ELA), Mathematics, and SBAC part numbers will automatically be loaded if they are set up in the Testing Control (CTL) table. All other Qualifying Examination options (HIS, SAT II, AP) will need to be set up for each Golden State Seal requirement.

Select the Subject Area that includes the **U.S. History** course by clicking the mouse on the Subject Area in the left menu. If the Subject Area for U.S. History includes other courses, then also select the CBEDS codes that apply to the U.S. History course. Click the mouse on the top arrow and the parts selected will now display under the **Test** column in the **Parts selected for:** area.

To remove a CBEDS code from the U.S. History requirement de-select the CBEDS code and click the mouse on the bottom arrow. Then re-select the Subject Area and CBEDS code(s) and click the mouse on the top arrow to move the selections to the **Parts selected for:** area.

The **SAT II** and **AP** exams can also be used as additional methods of satisfying the U.S. History requirement. To configure the SAT II exam requirement, click the radio button to the left of the **U.S. History SAT II** selection. The SAT II test parts will appear in the table on the left. Select the U.S. History SAT II test by clicking on it with the mouse. Then click on the top arrow to move the selection to the **Parts select for:** area.

Follow the same steps to select the AP test for U.S. History.
After the U.S. History requirements have been set up move down to the ELA requirements. Click the mouse in the radio button to the left of ELA. Review the default test part for the SBAC ELA test. Click on the HIS requirement. Select the English subject area and move it to the Parts selected for: area by clicking on the right arrow.

Next click on the radio button to the left of Math to review the Math requirements. Review the default test part for the SBAC Math test. Click on the HIS requirement. Select the Math subject area and move it to the Parts selected for: area by clicking on the right arrow.

Click the radio button to the left of Science to review the Science requirements. Click the radio button next to the SAT II requirement. The SAT II tests will appear in the table to the left. Click on the SAT II tests that will fulfill the Science requirement. When all selections have been made click on the top arrow to move the SAT II Science test parts to the Parts selected for: area. Follow the same steps to select the AP Science test parts. Click on the HIS requirement. Select the Science subject areas and move them to the Parts selected for: area by clicking on the right arrow.

Click the radio button to the left of Other two subject matter areas. Select the test parts and subject areas under each category (SAT II, AP, HIS) that will satisfy this requirement.

NOTE: Double-clicking on the test part or subject area will also move it to the Test column.

Per the state college level courses do not fulfill the eligibility requirements and will not be included in the calculation. The CBEDS# field in the Courses screen (CRS.C3) will skip any courses tagged as a Dual-Enrollment College Course (2190, 2290, 2490, 2690, 2790, 2890).

**Other Options**

After all test parts and subject areas have been selected for the Qualifying Examinations, review the achievement level options and other options.

The 2017 Golden State Seal requirements include grade calculations for a single course. Some schools use the same course id during the entire school year, while others use different course ids for each term (for example Eng9F and Eng9S for a fall term and spring term English 9 course).
• If the school uses different course ids for each term of a year-long course, then the GPA by Grade & Subject Area option should be selected.

• If the school uses the same course id for each term of a year-long course, then the GPA by Grade & Course option should be selected.

NOTE: It is very important that the correct grade calculation method is selected.

At the end of the year the Golden State Seal Merit Diploma form can be used to add Activities and Awards (ACT) records for the students that received the award. Select the Award Code that will be used to populate the ACT record.

NOTE: It is the intent of the Golden State Seal Merit Diploma eligibility requirements that the students are evaluated on courses that cover a full year’s content. For this reason, any students that qualify in a subject area with 1/1 should be reviewed to see if the subject area covered the equivalent of a full year of study.

Print

Qualifying 12th Grade Students

To generate the report for ONLY qualifying 12th grade students, confirm that only the 12th grade is selected in the Include Students from Grade(s) option. Use your mouse to click on the box next to the grade levels to select or deselect them.

Click on the check box to the left of Print Only Students who Qualify.

NOTE: Calculations to determine eligibility to receive a high school diploma will include qualifying Work in Progress courses.

There are additional formatting options available:
• Print Passing Students on Bold – any students that meet the 6 Golden State Seal requirements will have their results in BOLD on the report
• Print Signature Line – will print a principal signature line after the student list
• Include Inactive Students – will also print inactive students
• Various Sort Options – will allow the report to be sorted by student name, grade or counselor.

Select the desired formatting options. Click on the Print button and the following report will be generated.
This report will generate a list of all 12th grade students that qualify for the Golden State Seal Merit Diploma. At the top of the report the Graduation Year will be printed along with the grade calculation method. To the right of the student’s name the total number of qualifying criteria that they passed will be printed.

The column headings will print US Hist, ELA, Math, Science and Other (need 2). Below each heading will print the exam part or subject area used. The CST column is not applicable for the 2016-17 reporting year. The SBAC will also list the grade level(s) of the test. The Other section will print a one-character code for the Qualifying Exam option followed by the test part or subject area and the score.

For each part a scale score, performance level or number of terms qualified per course or subject area will print if the student was tested or has transcript grades for the part specified. If the student qualifies for the Golden State Seal Merit Diploma a YES will be printed in the Qualifies column on the right hand side. If BOLD was selected the entire line will be bolded if the student met all requirements for the Golden State Seal Merit Diploma.

Beginning with the 2016-17 year the course grade criteria must be met in each term the course is taken. In the below example, Allan Abbott met the B+ minimum for both terms of an English course, so a “2/2” is reflected in the ELA Crs B+ field. Ayrianna Abea, however, only met the B+ minimum criteria for one term in an English course, so a “1/2” is reflected in the ELA Crs B+ field.

NOTE: Any students that passed with a qualifying course score of 1/1 should be reviewed to confirm that the course or subject area fulfilled a full year of study.

At the bottom of the report the Total Students that qualified will print below the Qualifies column. If Print Signature Line was selected a signature line and date line will print. A Legend will also print at the very bottom for all test parts and subject areas selected for each Qualifying Examination and will print in order of the column heading.
The following message will display and will tag all students who qualify with a G in the STU.QT field to be able to use in Query.

![Microsoft Access]

Passing Students were flagged with 'G' in the STU.QT field.

**Printing All Students**

A report can also be generated for all students that will indicate whether they are on track for qualifying for the Golden State Seal Merit Diploma.

After the test, course information, and options have been set up select the grades to be printed. Click the mouse on the check box to the left of the grades in the **Include Students from Grade(s)** area.

The check box to the left of **Print Only Students who Qualify** MUST be deselected. Verify that the achievement levels are correct and the appropriate course calculation method is selected. The **Sort Options** can be selected to sort the report by **Student Name**, **Grade** or **Counselor**. Click on the **Print** button and the following report will be generated.
This report will generate a list of the students that did or did not qualify for the Golden State Seal Merit Diploma for all grades selected. To the right of the student’s name the total number of qualifying exams that they passed will be printed.

The column headings will print **US Hist, ELA, Math, Science and Other (need 2)**. Below each heading will print the exam part or subject area used. The **CST** column is not applicable for the 2016-17 reporting year. The **SBAC** will also list the grade level(s) of the test. The **Other** section will print a one-character code for the Qualifying Exam option followed by the test part or subject area and the score. If the report was selected to sort by grade or counselor the grade or counselor name will print in the top left hand corner. An automatic page break will occur for each grade or counselor. For each part a scale score, performance level or number of terms qualified per course or subject area will print if the student was tested for the part specified. If the student qualifies for the Golden State Seal Merit Diploma a **YES** will be printed in the **Qualifies** column on the right hand side. If **BOLD** was selected the entire line will be bolded if the student met all requirements for the Golden State Seal Merit Diploma.

At the bottom of the report the number of students that **Qualified, Not Qualified** and **Total Students** on the report will print. A **Legend** will also print at the very bottom for all parts and will print in order of the column heading.

### Creating ACT Records

CALPADS will begin collecting the Golden State Seal Merit Diploma recipients in their **Student Golden State Seal Merit Diploma Indicator**. Aeries has added the ability to mass add Activity and Awards (**ACT**) records from the **Golden State Seal Merit Diploma** form to help with this reporting.

The creation of the **ACT** records must be done at the end of the school year after 12th grade students have been updated with Completion Status (i.e., Graduation) Dates (**STU.DG**) and Completion Codes (**STU.HSG**).

A **Golden State Seal Merit Diploma** code will need to be created for the Activities and Awards (**ACT**) table. In **View All Forms** filter for **Code** and select the **Update Code Table** form. Click on **OK** to open the form. Select the **ACT** table and **CD** field. Add a code and description for the Golden State Seal Merit Diploma.
Only students that have a Completion Date (STU.DG), Completion Code (STU.HSG), and qualify to receive the Golden State Seal Medal Diploma will receive ACT records. Prior to running the Golden State Seal Medal form make sure that all 12th grade student have been updated with their completion date and code.

Run the Golden State Seal Merit Diploma after the school year is over having only the 12th grade students selected, the Print only students who qualify option selected, and the appropriate Award Code selected for the Golden State Seal Merit Diploma. After the report displays on the screen a message appears indicating that the Passing Students were flagged with ‘G’ in the STU.QT field. Click on OK to continue.

NOTE: The Completion Code (STU.HSG) must be non-blank and not equal to 480 (Promoted – matriculated) in order to create an ACT record for Golden State Seal Merit Diploma.

The Update ACT button is now available. Click on the button to add Golden State Seal Merit Diploma ACT records to the flagged students.

A message will appear indicating that in order to add Activities and Awards (ACT) records the Graduation Code and Date fields need to be populated. Click on Yes to continue.

ACT records will be added to all students that are flagged to qualify for the Golden State Seal Merit Diploma, have a non-blank Completion Date (STU.DG), and have a Completion Code (STU.HSG) that is not blank and not equal to 480 (Promoted- matriculated).

After the ACT records have been added a message appears indicating that the ACT table has been updated. Click on OK.

The ACT records can be view on the Student Data Screen, under M Misc in Aeries Client Version:
and in **Student Data** | **Other** | **Activities and Awards** in Aeries Web Version:

**CALPADS**

Please refer to the following Help Page for more information on how to report Golden State Seal recipients to CALPADS: