**Update to GPA and Rank**

**Checklist**

**Scheduling Clerks**

* Run Missing Grades Report
* Run Failure Report
* Verify/clear grade differences for NW1, NW2, NW3 and NW4
* Notify DAEP of changes to the grading period window and posting times
* Check final grades for accuracy

**Registrar**

* Verify that all credits have been posted for new students (Out of District, earned in Mexico)
* Ensure all Plato/Odyssey/Credit by Exam credits have been posted by cutoff dates
* Run GPA Middle School Credit Verification under Campus Reports Filter in Skyward
* Ensure EPCC/Dual Credit grades have been posted
* Code loss of credit due to attendance/credit recovery
* Activate Early Graduates to be included in Ranking and update (keep a list of these students)
* Run a report of students not included in rank

**Counselors- GPA and Ranking Report**

**Upon receiving the preliminary ranking report for review**, please check the following items:

* Run complete grade history report for top 20 students in each grade level (spot check new students)
* Ensure number of credits earned on transcript matches ranking report
* Ensure points for weighted courses appear on grade history report for DC, AP, Honors
* Ensure appropriate credits/points are reflected for each course on grade history report
* Verify high school courses earned in middle school are calculated in GPA
* Graduates must show the progression when each grade level was achieved

**End of Semester/Year**

* Reclassify three-year graduates/early graduates/Juniors
* Complete credit averaging
* Ensure all graduates have a graduation type and date/endorsement completed

**Principal’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_