# Process to Enter a Transfer Grade



This process will be used by both the office and teacher to transfer a grade into the teacher's grade book for a student new to district.

Semester and Final grades are calculated from the teacher's grade book. It is important the office and teacher follow the steps below

The office will notify the teacher of a transfer grade for a student that is new to district by entering the transfer grade into the grade bucket. The teacher will notice the highlighted grade in their grade book. The teacher must then transfer the grade into their grade book. If they do not, then the semester and final averages will not calculate properly.

### FRONT OFFICE:

Once transfer grades have been received from the sending district begin in

## **Student Profile**

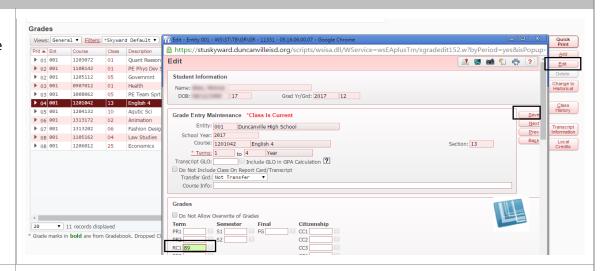
Click: Grades Highlight Course

Click: Edit

Enter transfer grades in appropriate grade bucket

and

Click: Save



### **TEACHER'S GRADE BOOK:**

Notice RC1 Report Card is highlighted with an \*89 This is communication from the office noting the student's transfer Term 1 grade. This is also known as a Grade Difference

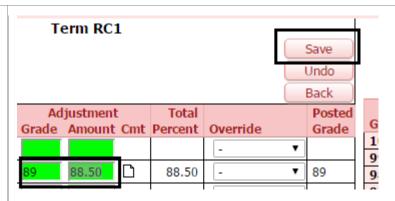
There are a few ways to transfer the grade into the grade book. To enter only a term grade the teacher will drop down the appropriate Report Card Term and Click Enter Term RC1 Grade Adjustments if the grading window is still open. If not, the teacher needs to request to open the window first.

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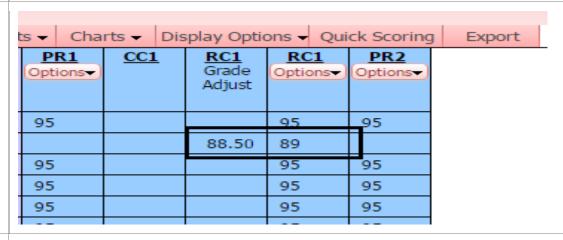
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The teacher enters the transfer grade in the **Grade Adjustment** column and then Saves the transfer grade.



The teacher will notice the **Grade Difference** has been removed as the Report Card and Grade Book grade are now the same.



If a student enters in the middle of a grading period, it is acceptable to enter the transfer grade into each category and exempt the remaining of the grades for the grading period.

Signed Par 08/29/2016 TST 100	Anglo-Saxo 08/31/2016 DLY 100	"Man w/o a 09/02/2016 DLY 100	PR1 Options
95	*	*	95
89	89	EX	89

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