PowerSchool SIS: Storing Grades Planning Guide

General Planning Information	
Term name	
School name	
Last day of term	
Deadline for teachers to enter grades in the gradebook	
The date grades will be stored	
The date report cards will be printed	
Staff member(s) responsible for storing grades	

Grade Verification Sheets	
The date distributed to teachers	
The date returned by teachers	
Staff member(s) responsible for this process	

Permanently Store Grades	
Final grade/reporting term	
Store code	

Store grades for student class enrollments
☐ Exclusion method
    Exclude enrollment records when the student enrolled in the class *after* this date: _____
    Exclude enrollment records when the student dropped the class *before* this date: _____
☐ Inclusion method
    Include only enrollments that are active and were active on this date: _____	

Store grades for certain students ☐ Select a group of students ☐ Store for a certain section _____ ☐ Store by grade level ☐ Store by track ☐ Store by school exit date	

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Permanently Store Grades					

Store grades for classes by term length

School year	_____	Store with credit?	☐ Yes ☐ No	% of course credit	_____
Term	_____	Store with credit?	☐ Yes ☐ No	% of course credit	_____
Term	_____	Store with credit?	☐ Yes ☐ No	% of course credit	_____

Options for classes at other schools

☐ There are students enrolled in classes at other schools on my PowerSchool SIS server

    If yes, I want the students' transcripts to show that the students attended

    the class at: ☐This school   ☐The other school

☐ There are NO students enrolled in classes at other schools on my PowerSchool SIS server

Options for withholding credit

If more than _____ attendance points have accumulated between the dates of _____ and _____, give the students a grade of _____, a GPA point value of _____, and store the real grade in the Teacher Comment field, along with this comment:

_____

Advanced potential and earned credit options

When storing with credit, determine whether you will:

☐ Store both potential and earned credit

☐ Store only potential credit

Variable credit storing preferences

☐ My school has an alternative education program or at least one course section in the schedule in which students can earn variable credit hours for a course

Store these credit hours   _____

Store this when teacher has not entered variable credit hours   _____

Round or truncate   _____

Number of decimal places in variable credit hours   _____

Repeat course grade suppression

☐ Apply repeated course grade suppression policy rules