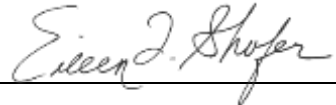


Standard Operating Procedure:

Subject: Student Transfer of Grades	Effective Date: July 1, 2020	Page 1 of 2
Department: Management Information Systems	Approved by: Eileen F. Shafer, M.Ed. Superintendent of Schools	Signature: 

I. Purpose:

To ensure consistent, orderly, and timely transfer of grades from one teacher's gradebook to the new teacher's gradebook in order to properly calculate students' marking period grades in the Infinite Campus gradebook of record.

II. Authority:

The Superintendent of Schools

III. Terms and Conditions:

- a. This SOP applies to School Principals and their designees, teachers, school schedulers, registrars/secretaries and all individuals responsible for transferring students from one school/class to another.
 - This SOP covers all instances where a student transfers from one Paterson Public School to another Paterson Public School.
 - This SOP covers all instances where a student transfers from one class roster in a Paterson Public School to another class roster in the same school.
- b. School Principals and their designees, teachers, school schedulers, registrars/secretaries and all individuals responsible for transferring students from one school/class to another shall comply with the following procedures:
 - The School Principal or their designee shall, within 24 hours after becoming aware of a student transfer, obtain the Infinite Campus Student Summary Assignment Detail report from each teacher.
 - The Student Summary Assignment Detail report must include these options:
 - ✓ Name
 - ✓ Points Possible
 - ✓ Score
 - ✓ Category Name
 - ✓ Percent
 - ✓ Show Assignment Categories
 - ✓ Show Total Points
 - ✓ Show In-Progress Grade
 - ✓ Show Final Grade
 - ✓ Show Grade Percentages
 - ✓ Attendance Summary

- The Student Summary Assignment Detail report may include these options:
 - ✓ Assigned Date
 - ✓ Report Card Comments
 - ✓ Teacher Comments
 - ✓ Student-level Comments
 - ✓ Hide Exempt Assignments
- The Student Summary Assignment Detail reports shall be included on the Student Transfer Out Form. Each teacher will print and submit to the School Principal or their designee the Student Summary Assignment Detail Report, and sign the Student Transfer Out Form next to the appropriate class(es).
- c. If the student transfers out of the school, the School Principal or their designee shall include the Student Summary Assignment Detail Reports in the student file that is forwarded to the new school.
 - The receiving school will distribute the Student Summary Assignment Detail Reports to the new teacher(s) by subject.
- d. If a student transfers within the same school, the School Principal or their designee shall forward the Student Summary Assignment Detail Reports to the new teachers within the school.
- e. The receiving teacher will:
 - **Create an assignment called Transfer-In Grades** in the Infinite Campus gradebook **for each category** represented in the Student Summary Assignment Detail report. The assignment will be worth 100 total points.
 - Enter the In-Progress Grade percentage for each category from the Student Summary Assignment Detail report, as the score for the Transfer-In Grades assignment.
 - **All transfer students should have a Transfer-In Grades assignment visible in the grade book.**

IV. **Dissemination:**

Cabinet, Building Administrators, Teachers, Registrars/Secretaries of the Paterson Public School District.