Important Things to Know About Grades, PowerSchool, and the End of a Reporting Term

The official grade for any student is the grade that is stored in PowerSchool under Historical grades. Grades are moved to Historical grades from the teacher's gradebook through a grade store process. In a normal situation, grades should not be changed by anyone other than the teacher. All grades must be stored from the teacher's gradebook. Exceptions to that may be circumstances such as Dual Enrollment classes, Elevate Classes, Acellus Classes, or an extended leave.

Grades are stored at the end of each grading period **BEFORE** report cards are run.

After grades are stored:

- The stored grades will show up in Historical Grades.
- Teachers' Gradebooks will be locked and teachers will not be able to change grades without following the grade change procedure.
- Quick Look Up and Parent Portal will be changed to point to **HISTORICAL**
- Report cards will be printed from **HISTORICAL** GRADES for all quarters.

Procedures to Change a Grade

There are valid reasons to change a grade.
For example:
- A student may enroll after a previous quarter is complete, and grades from a previous school need to be entered. ** NOTE If you are overriding a grade, you must enter the numerical grade and the percentage grade.
- A student may make up a missed assignment.
- An error may be found after the grading term is locked.

To change a grade (or add a grade for a newly enrolled student)

- **The teacher must change the grade in their GRADEBOOK and the grade must be STORED AGAIN**
- Once the term is locked the procedure below must be followed:
    1. Complete a grade RE-STORE form (see attached)
    2. The principal must sign the grade change form to approve the change.
    3. The form is sent to the School Level PowerSchool Secretary.
    4. The School PowerSchool Secretary will unlock the gradebook and email the teacher.
    5. The teacher then **completes the grade change in the teacher's grade book**
        - **The teacher may need to force the gradebook to recalculate in order to update S1, S2, or F1. (see attached)**
    6. The teacher Must let the PowerSchool Administrator know the change has been completed in the teacher's gradebook.
    7. The School Level PowerSchool Secretary should verify the change is visible in the teacher's gradebook and send the form to the District PowerSchool Administrator
        - The District PowerSchool Administrator will **re-store** the grade from the teacher's gradebook to historical grades, sign the form, and save it into the R drive under grade change forms.
    8. Prior to the next reporting period the School Powerschool administrator should verify the grade change in PowerSchool.
    9. The grade change can be verified by looking at the individual student grades in Historical grades.
    10. The PowerSchool administrator should also run the **out of sync grade report** before the end of the grading period. If an out of sync grade is identified it **MUST** be corrected.

Out of Sync Grade

- Step one is to determine which grade is correct.
- If the grade in the historical grade is correct the teacher must change the grade book so that it shows the correct grade and matches the historical grade.
- If the grade in the teacher's grade book is correct, the teacher must follow the grade restore procedure as listed above.