

GUIDE FOR GRADE STORING OF DROPPED AND NEWLY ENROLLED STUDENTS- Tool for Counselors, Enrollment Clerks, Site Techs, and Registrars

Grade Storing vs. Withdrawal/Transfer Grades vs. Independent Study Contract vs. Partial Credits

DEFINITIONS:

Grade Storing: When site techs store PowerSchool Teacher Gradebook grades at the end of grading periods. **Grades stored at the end of final terms are permanent and added to cumulative grade history records.** Only complete the final grade store process after the 10-day (or 5-day for Quarter Schools) Enrollment Cutoff Date to ensure student(s) have met the minimum required 60-hours of instructional/seat time and mastered the content standards.

Withdrawal/Transfer Grades: These are unofficial grades issued upon disenrollment. Grades can be pulled from teacher's gradebook, if up to date, or notated by teacher on the Withdrawal Form. NOT FINAL-Not Permanent. Students take these grades to their next school of enrollment to be considered into a final grade calculation, upon completion of a final term. **These grades are NOT final/permanent.**

Independent Study Contract: Issued only prior to disenrollment up to 20 school days.

Partial Credits: Only issued to students who qualify under AB 167/216 (foster), AB 1806 (homeless), AB 2306 (juvenile court school), AB 365 (active military), or AB 2121 (migratory or newly arrived immigrant students in EL program). Run seat time calculation (report in PowerSchool) to determine percentage completed. **These grades are final/permanent.**

10-day (or 5-day for quarter schools) Enrollment Cutoff Date: The date 10-school days prior to a final term. This date permits final term grades to be stored if the student is enrolled on that date. The grade issued is dependent on if the student met the minimum required 60-hour of instructional/seat time and mastered all content standards.

SCENARIOS:	Should permanent grades be stored?	Should Withdrawal/Transfer Grades be issued? (not final/permanent grades)	Should an Independent Study Contract (ISC) be issued?	Should Partial Credits be issued? (permanent grades)
Student dropping <i>more than 20 days</i> prior to the 10-day (or 5-day for Qtr. Schools) enrollment cutoff date, to enroll <i>within</i> district	NO	YES	NO	NO
Student dropping <i>more than 20 days</i> prior to the 10-day (or 5-day for Qtr. Schools) enrollment cutoff date, to enroll <i>outside</i> the district at a school that has completed their final term (i.e. S1)	NO	YES – site informs the parent about the impact to the student not receiving final grades for the term. Recommend student stays enrolled until an ISC can be issued and completed.	NO	YES, if student meets the partial credit criteria noted in definition
Student dropping <i>more than 20 days</i> prior to the 10-day (or 5-da for Qtr. Schools y) enrollment cutoff date, to enroll <i>outside</i> the district at a school that has NOT completed their final term (i.e. S1)	NO	YES - site informs the parent about the impact to the student not receiving final grades for the term for courses not offered at the RECEIVING site.	NO	YES, if student meets the partial credit criteria noted in definition

SCENARIOS:	Should permanent grades be stored?	Should Withdrawal/ Transfer Grades be issued? (not final/ permanent grades)	Should an Independent Study Contract (ISC) be issued?	Should Partial Credits be issued? (permanent grades)
Student dropping 20 days (or less) prior to the 10-day (or 5-day for Qtr. Schools) enrollment cutoff date, to enroll <i>within</i> district	NO	YES, site informs parent about the impact to the student not receiving final grades for the term if the RECEIVING site does not offer the same courses the student is currently enrolled in.	YES – optional for courses that are not offered at the RECEIVING school. LEAVING site-Site Techs will need to coordinate with teachers for work to be completed and a final grade to be loaded into teacher’s gradebook. Communication amongst both sites Site Techs is key, to ensure appropriate course final grades are stored from LEAVING site by RECEIVING site. <i>For some courses, grades may have to be stored centrally.</i>	NO
Student dropping 20 days (or less) prior to the 10-day (or 5-day for Qtr. Schools) enrollment cutoff date, to enroll <i>outside</i> the district at a school that has completed their final term (i.e. S1)	NO	NO	1st Option-Priority YES – inform parent about the impact to the student not receiving final grades for the term if they exit prior to the 10-day enrollment cutoff date. Recommendation 1: Student to remain at district site to complete final assignments and receive final term grades. Recommendation 2: Offer an ISC through the 10-day enrollment cutoff date, do not drop the student. Once the student completes the work and it has been submitted for teachers to grade, then final term grades are issued and stored by site.	2nd Option YES, if student meets the partial credit criteria noted in definition
Student dropping 20 days (or less) prior to the 10-day (or 5-day for Qtr. Schools) enrollment cutoff date, to enroll <i>outside</i> the district at a school that has NOT completed their final term (i.e. S1)	NO	2nd Option YES, site informs parent about the impact to the student not receiving final grades for the term if the RECEIVING site does not offer all of the same courses the student is currently enrolled in. Recommend student remains in district to complete term and receive final grades.	1st Option-Priority Recommend student remains enrolled to complete coursework and earn final term grades. Yes, if parent does not enroll the student in another CA student until the student has completed coursework and grades can be stored.	3rd Option YES, if student meets the partial credit criteria noted in definition

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<p>Student dropping at the 10-day (or 5-day for Qtr. Schools) enrollment cutoff date (or after) but before final grades are stored, to enroll within the district</p>	<p>1st Option - Priority</p> <p>YES, only if the teacher validates (with documentation) that the student met the 60-hours, mastered all the content standards, and all assignments in gradebook have been uploaded and final grades ARE FINAL. (i.e. student completed semester/term final or end of course exam)</p> <p>Grades stored by LEAVING SITE prior to dropping student.</p>	<p>2nd Option</p> <p>YES, if grades are NOT verified as final by the teacher.</p> <p>RECEIVING site provides teachers transfer grades, as appropriate for courses offered. RECEIVING site stores grades.</p> <p><i>LEAVING site staff must communicate with the student/parent that the RECEIVING school MAY NOT offer all of the same courses the student is currently enrolled in and therefore, final grades will not be awarded for the courses that transfer grades cannot be used.</i></p> <p><i>Recommend to keep the student enrolled until student completes all requirements to issue final term grades.</i></p>	<p>3rd Option</p> <p>YES – optional for courses that are not offered at the RECEIVING school. LEAVING site-Site Techs will need to coordinate with teachers for work to be completed and a final grade to be loaded into teacher’s gradebook. Communication amongst both sites Site Techs is key, to ensure appropriate course final grades are stored from LEAVING site by RECEIVING site.</p> <p><i>For some courses, grades may have to be stored centrally.</i></p>	<p>4th Option</p> <p>YES, if student meets the partial credit criteria noted in definition AND has NOT met the 60-hours and mastered all the content standards.</p>
<p>Student dropping at the 10-day (or 5-day for Qtr. Schools) enrollment cutoff date (or after) but before final grades are stored, to enroll outside the district</p>	<p>1st Option - Priority</p> <p>YES, only if the teacher validates (with documentation) that the student met the 60-hours, mastered all the content standards, and all assignments in gradebook have been uploaded and final grades ARE FINAL. (i.e. student completed semester/term final or end of course exam)</p> <p>The stored grades process will capture any student who drops and leaves the district within the 10-day enrollment cutoff dates.</p> <p>NOTE: LEAVING school should avoid making student selection to ensure inactive students are captured during the stored grades process</p>	<p>2nd Option</p> <p>YES, if grades are NOT verified as final by the teacher.</p> <p>RECEIVING site provides teachers transfer grades, as appropriate for courses offered. RECEIVING site stores grades.</p> <p><i>LEAVING site staff must communicate with the student/parent that the RECEIVING school MAY NOT offer all of the same courses the student is currently enrolled in and therefore, final grades will not be awarded for the courses that transfer grades cannot be used.</i></p> <p><i>Recommend to keep the student enrolled until student completes all requirements to issue final term grades.</i></p>	<p>NO</p>	<p>3rd Option</p> <p>YES, if student meets the partial credit criteria noted in definition AND has NOT met the 60-hours and mastered all the content standards... if the student qualifies.</p>

<p>SCENARIOS:</p>	<p>Should permanent grades be stored?</p>	<p>Should Withdrawal/ Transfer Grades be issued? (not final/ permanent grades)</p>	<p>Should an Independent Study Contract (ISC) be issued?</p>	<p>Should Partial Credits be issued? (permanent grades)</p>
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<p>Student enrolls from within the district prior to the 10-day (or 5-day for Qtr. Schools) enrollment cutoff date and stays until the end of the final term.</p>	<p>YES, for the same courses enrolled into at the RECEIVING site that the student was enrolled in at the LEAVING site.</p> <p>RECEIVING site tech stores grades at the end of the final term</p>	<p>Issued by LEAVING site, and provided to teachers at the RECEIVING site to consider into the final grade calculation.</p>	<p>Not Applicable</p>	<p>YES, if student meets the partial credit criteria noted in definition AND if the RECEIVING school does not offer one or more courses the student was enrolled in at the LEAVING school</p>
<p>Student enrolls from outside the district prior to the 10-day (or 5-day for Qtr. Schools) enrollment cutoff date, previous district's final term has NOT ended, and provides transfer grades.</p>	<p>YES, for the same courses enrolled into at the RECEIVING site that the student was enrolled in at the LEAVING site.</p> <p>NO for courses not offered at the RECEIVING site.</p> <p>Receiving site staff must explain to student and parent which final grades will and will not be issued.</p>	<p>If issued by LEAVING site, transfer grades are provided to teachers at the RECEIVING site to consider into the final grade calculation for ONLY the courses offered and available.</p>	<p>Not Applicable</p>	<p>If student enrolls with partial credits, CYT must verify we can transcribe partial credits.</p> <p>Student cannot be issued additional credits or final term grades, as the student has not met our required seat time to earn a grade and full credit.</p>
<p>Student enrolls from outside the district at the 10-day (or 5-day for Qtr. Schools) enrollment cutoff date (or after) and enters with NO transfer grades, does not meet the minimum required 60-hour seat time and has not mastered the content standards for each course.</p>	<p>NO</p>	<p>Not Applicable</p>	<p>Not Applicable</p>	<p>YES, if student meets the partial credit criteria noted in definition</p>
<p>Student enrolls from outside the district prior to the 10-day (or 5-day for Qtr. Schools) enrollment cutoff date, previous district's final term has ended, and provides FINAL grades.</p>	<p>NO</p> <p>Final grades are transcribed. RECEIVING site teachers are informed to leave all assignments and citizenship blank so no additional grades are stored for the same semester – different districts. No NG grades either as this may impact student's college admission.</p>	<p>Not Applicable</p>	<p>Not Applicable</p>	<p>Not Applicable</p>

- 1st Option – Priority is the recommendation to follow. If 1st option is not possible, then try the 2nd option, 3rd, etc.