

District Guidelines for Calculating Term Grades for 'Transferring-in' Students

The district recognizes that each student circumstance varies by date of enrollment, length of the grading term at the previous school, etc. Therefore, it is our recommendation that schools calculate the term grade while considering all factors and doing what is best for students. The following information pertains to grades 3-12.

Recommendations:

1. The school attendance secretary should keep a list of all students who have transferred in during the grading term.
 - a. Keep a notebook that contains student name, date enrolled, and homeroom teacher.
 - b. Provide a copy of the list to the counselor when the grading window is closed.
2. Teachers will enter grades for 'transferred-in' student as usual during the term. Their grade will be posted just like all other students when the grading window is closed. Their grade may not give a true indication of progress until after grades from the previous school are entered into the final grade calculation.
3. The counselor will pull records for all students who have transferred in to calculate final term grades.
 - a. Determine the student's previous term grades from the other school.
 - i. If the student transfers within the district, search for the student within *Infinite Campus*. Check their Grades tab.
 - ii. Check the grades sent through Records Transfer.
 - iii. Check the hard copy documentation of grades sent within their cumulative folder.
 - b. Determine the percentage of time the student was enrolled at your school for the term. For example, if they were there for six of the twelve weeks, their final term grade should be weighted 50% from your school and 50% from the other school.
 - c. Change the student grade by going to "Grading by Student".
 - i. Pull the student schedule.
 - ii. Search for each course/section in the student schedule.
 - iii. Click the "Grading by Student" tab.
 - iv. Change the final grade (for high schools) and term grade (for elementary and middle schools) for the student and make comments to indicate how the grade was calculated. This will appear on the report card.
 - v. Click Save.

Final Grade Term 1

This grade represents 50% from this school and 50% from the previous school: School 1: 80% and School 75% with final grade XXX%.