

**Greater Albany SD 8J**  
Administrative Regulation

Code: **IKA-AR(2)**  
Adopted: 1/90  
Readopted: 3/12/01  
Orig. Code(s): AR 6620-C

### **Electronic Gradebooks**

The following guidelines will regulate the use of electronic gradebooks (i.e. computer technology for recording and reporting student grades).

1. Electronic gradebooks may be used in lieu of the traditional paper gradebooks;
2. Teachers using electronic gradebooks must provide a hard copy printout of students' records when advance notice is given;
3. Teachers using electronic gradebooks must provide a hard copy printout of every student's record at the end of each grading period. These have to be turned in, at least annually, on an 8.5" x 11" inch form that can be easily stored with any paper gradebooks that are also maintained;
4. The electronic gradebook reports must include sufficient information for interpreting the data which they display;
5. The electronic grade reports must follow the grading policies of the district;
6. Teachers choosing to use the electronic gradebook option are required to "back up" their electronic at least weekly so that malfunctions will not cause the loss of records.