

Secondary and Middle School Grade Symbols Guidelines

The following grading symbols are used to provide a consistent, systematic assessment and recording of student performance. Point values and a description of each grade symbol are shown.

GRADE	POINT VALUE	DESCRIPTION	GPA	CRD	TRAN
A	4	Superior	Y	Y	Y
B	3	Above Average	Y	Y	Y
C	2	Average	Y	Y	Y
D	1	Below average	Y	Y	Y
F	0	Failing	Y	N	Y
I	0	Incomplete	N	N	Y
N	0	No grade	N	N	Y
P	0	Passing	N	Y	Y
S	0	Satisfactory	N	Y	Y
U	0	Unsatisfactory	N	N	Y
WF	0	Withdrawn Failing	Y	N	Y
WP	0	Withdrawn Passing	N	N	Y

GPA = Consider the point value for this grade in the calculation of the GPA.

CRD = Issue grade point credit with final grades.

TRAN = Grade defined on the back of the transcript form.

Grade Symbol Descriptions

A: Superior

Given for work of such character as to merit special recognition. A (point value 4) is a final grade used in the calculation of the GPA. Graduation credit is awarded.

B: Above Average

Indicates above average performance. B (point value 3) is a final grade used in the calculation of the GPA. Graduation credit is awarded.

C: Average

Indicates average work which meets minimum course requirements. C (point value 2) is a final grade used in the calculation of the GPA. Graduation credit is awarded.

D: Below Average

Indicates work below average which does not fully meet the expectations of the course. D (point value 1) is a final grade used in the calculation of the GPA. Graduation credit is awarded.

F: Failing

Indicates failing work which does not meet minimum requirements and demonstrates a lack of competence. F (point value 0) is a final grade used in the calculation of the GPA. No graduation credit is awarded.

I: Incomplete

Used only when unavoidable circumstances have deterred the student from completing the class work by grade-marking time. Although it is the student's responsibility to perform the work to clear the incomplete, it is the teacher's responsibility to convert the incomplete to a final grade when the final grade has been earned. Incompletes not made up within three weeks after the end of the grading period will automatically become F.

N: No Grade

For office use only. Indicates that the student took the class but received no grade for it. N is not used in the calculation of the GPA. No graduation credit is awarded.

P: Passing

May be awarded to students with modified course objectives. P is a final grade that is not used in the calculation of the GPA. Graduation credit is awarded.

S: Satisfactory

Assigned only to students working as aides or who have made special arrangements to take a course on a satisfactory/unsatisfactory basis. S is a final grade that is not used in the calculation of the GPA. Graduation credit is awarded.

U: Unsatisfactory

Assigned only to students working as aides or who have made special arrangements to take a course on a satisfactory/unsatisfactory basis. U is a final grade that is not used in the calculation of the GPA. Therefore, the student's GPA is not adversely affected. No graduation credit is awarded.

WF: Withdrawn Failing

Administrative approval is required. Used to indicate that the student has withdrawn from class with an F. Like the F grade, WF (point value 0) is a final grade used in the calculation of the GPA. No graduation credit is awarded.

WP: Withdrawn Passing

Administrative approval is required. Used to indicate that, upon withdrawal, the student was passing the class but unable to finish. WP is a final grade and cannot be made up. It is not used in the calculation of the GPA. No graduation credit is awarded.

Grading Procedures for Secondary Special Education Students

The following procedures for grading secondary students with disabilities should be followed.

1. When a special education student is enrolled in a regular course and, based on the IEP, is graded on substantially reduced standards, the course is designated as modified by noting the course title with -M on the transcript.
2. When a special education student is enrolled in a regular course and meets the course requirements (with or without allowable accommodations), he/she is graded like all other students.
3. Prior notice is provided to parents when a decision is made to modify (reduce course goals or standards). The decision is made on a case-by-case basis at the IEP team meeting and specified on the student's IEP (form attached). This decision is communicated to the registrar by completing the Transcription Notation form SP18 (attached).
4. The transcript cannot identify a student with disability. The transcript legend page will read: [-M Course with modified objectives].
5. Students earning modified grades are included on honor roll lists, but not considered for honors such as valedictorian, National Honor Society, or top 10 percent class ranking unless the proportion of modified classes is such a small percentage that the principal makes an exception.

Date _____
mm/dd/yy

Counselor _____

**Jewell High School
Transcript Notation**
(for students with reduced or altered course goals or standards)

Student:	Student ID#
	Grade
Course	Teacher
Course	Teacher
Course	Teacher
Course	Teacher

To Office Manager:

The goals or standards of the above course(s) have been modified.

The student's transcript should include the notation -M after the course title.

Counselor

Parent

OFFICE:

[] Title change processed

Please send to Office Manager.

White: Registrar

Yellow: Case Manager

Pink: Student

Gold: Parent

Transcript Notation

This optional form is used to:

Notify the counselor that a student's grade has been modified and should be so indicated on the transcript.

Directions:

1. Determine whether a modified grade is appropriate:
 - a. Decide if supplementary services, modifications and accommodations will have had the effect of reducing or altering the course goals or standards for the student.
 - b. Do not use this form if supplementary services, modifications and accommodations will only have the effect of minimizing the impact of the disability.
2. Discuss the decision with the student and parents.
3. If a decision has been made to notate the transcript, use this form to notify the counselor.
4. Enter the requested information.
5. Distribute copies of completed form, including Xerox copies to teachers of classes noted.