1.0 SCOPE:

1.1 This procedure outlines grades and report card process for Anson County Schools.

2.0 RESPONSIBILITY

2.1 ClassroomTeacher

2.2 SIS Data Manager

2.3 Guidance Counselor

2.4 School Principal

3.0 APPROVAL AUTHORITY

3.1 SIS Administrator

_____   _____
Signature   Date

4.0 DEFINITIONS:

4.1 SIS-Student Information System

4.2 PowerTeacher-state approved electronic gradebook

5.0 PROCEDURE:

5.1 Teachers log into SIS.

5.1.1 Teachers must enter and post grades in PowerTeacher no later than 3 days following class assignments, tests and homework and 10 days for projects, essays and research papers. Teachers must enter nine weeks, semester averages and final grades no later than 4 school days following the end of the grading period.

5.1.2 Teachers will give sufficient assignments, assessments, and other work to substantiate grades given

5.1.3 Teachers must follow the required district grading scales, calculation methods and policy and be able to explain the calculation of grades given

5.1.4 SIS Data Manager enters substitute teacher grades

5.1.5 SIS Data Manager checks for teachers' gradebook end of term readiness

5.1.6 SIS Data Manager runs reports to identify with students missing marks

5.1.7 Teachers generate an electronic and hard copy for the SIS data manager of their gradebook for the term as verification of the term grades submitted. Teachers also must keep a copy for their records.

5.2 Teachers will generate progress reports for each student on the designated date by the district (mid-point of each nine week term)

5.3 Data Managers will generate Report Cards to be released six school days following the end of each nine week grading term

5.4 Teachers shall follow Anson County School's Board Policy, *Evaluation of Student Progress*, *Policy Code 3400.*

  5.4.1 Data Manager saves a digital copy, prints hard copy for: Student, and year end copy to be filed in student cumulative folder.

5.5 The Grade Change/Correction Form - (SIS-F006) must be completed and signed by an administrator for all grade changes made after release of report cards. The Grade Change/Correction Form - (SIS-F006) must be filed for future reference.

6.0 ASSOCIATED DOCUMENTS

6.1 Anson County Schools Grade Change/Correction Form (SIS-F006)

6.2 Anson County Schools Board Policy-Evaluation of Student Progress-Policy Code 3400

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
SIS-F006	File Cabinet	5 years	N/A	Locked File Cabinet
Final Report Card	Cumulative Folder	Indefinite	N/A	Locked File Cabinet

8.0 REVISION HISTORY:

Date:	Rev.		Description of Revision:
01/19/2010		Initial Release	
08/06/2012	A	Added specific time frame to 5.1.1; added 5.1.2, 5.1.3, 5.2; changed period to term in 5.3; added 5.4 and 6.2Changed NCWISE to SIS entire document; changed TAM to The state approved electronic gradebook entire document; changed 4.1 & 4.2 definitions; removed 4.3; changed all reference of NCWISE to PowerSchool; 5.1.1 added reference to timeline; 5.1.3 added required calculation methods; 5.1.4 removed mark entry; 5.1.5 added reference to readiness; 5.1.7 changed SIS data manager to teachers; 5.5 added future reference	
02/26/2016	B	Removed 5.4.2	

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