Office of Instructional Technology and Learning Services

G.A.T.S. v.4

Gradebook and Attendance Tracking System

Administrator's Manual

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Beginning Basics

Opening Internet Explorer

- Start the Internet Explorer Program by clicking on the Internet Explorer Icon from the Desktop
- This icon can also be found by clicking on the Start menu and choosing Internet Explorer from the list of programs
- **Turn off Pop-Up Blockers (Page 7)**

Internet Explorer

Accessing the GATS Login Page

- From the SAISD homepage, http://www.saisd.net, locate Employee Quick Links on the left hand side of the screen
- Click on GATS

Employee Quick Links
Employee Quick Links

Intranet
Admin Directory
Admin Procedures
Board Policy
Curriculum
ePath
Financial Services
G.A.T.S.
iDataPortal
PENS
Purchasing Catalog
TEA Website
Technology Help Desk
Weekly Memos
Required Teacher Paperwork
Calendars
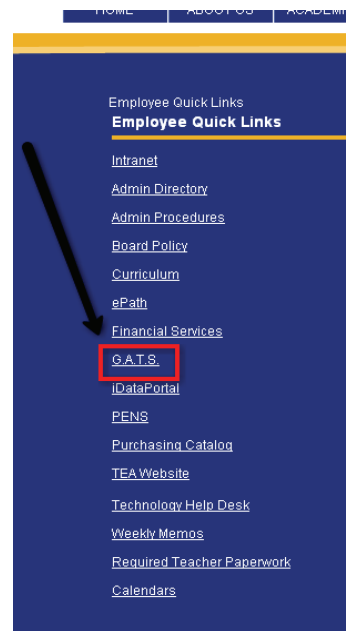
- From the GATS web page, Click on the GATS icon in the center of the screen to access the login screen

GATS
Gradebook and Attendance Tracking System

Beginning Basics

Creating A Bookmark to the Login Page

- From the login page, click on the Favorites Link located on the tool bar of Internet Explorer.
- Select **Add to Favorites.**
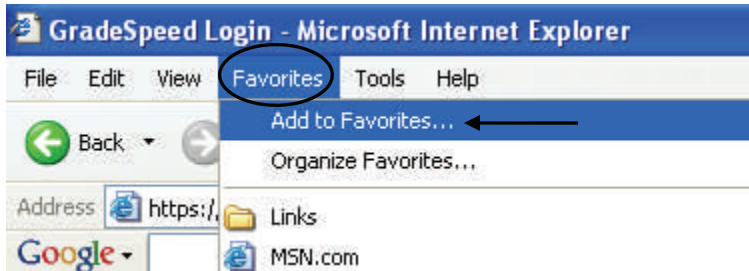
Adding a Short-Cut to the Desktop to the Login Page

- From the login page, locate the Address Bar and click on the web page Address.
- Click on the Internet Explorer icon located next to the Address of the web page and holding down the left mouse button, drag the address and the icon to the desktop.
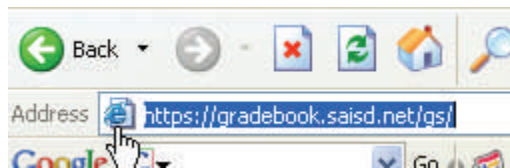
- This will create an Internet Explorer icon on the desktop that will take the user directly to the login page.

Beginning Basics

Log On to Gradespeed

- From the Sign In to GradeSpeed.Net screen,

GATS

Gradebook and Attendance Tracking System

- Enter your username and password provided by the District
- The first time you login, you will be prompted to change and confirm your password.
- The password MUST conform to the District requirements. (see page 8)
- Click OK or Sign In

Forgot Your Password?

- If you enter an invalid password when logging in, you will be given the opportunity to recover your password by clicking "Forgot your password?"
- Your password will be emailed to you, or you may be prompted to create a new password.
- The password MUST conform to the District requirements.

Pop-Up Blockers

Computers that have Internet Pop-up Blockers installed will prevent the Gradespeed program from running on the computer. An Internet pop-up blocker must be **disabled prior** to using the system, otherwise, the Internet will shut down each time the user tries to login to the system. If you are not familiar with turning off pop-up blockers, refer to the Pop-Up Blocker <u>link</u> located on the GATS webpage.

Beginning Basics

Password Requirements

- Passwords *MUST*:
    - Be at least 6 characters. (it may be more than 6 if desired)
    - Contain at least 1 number (it may contain more if desired)
    - Contain at least 1 lower case letter (it may contain more if desired)
    - Contain at least 1 upper case letter (it may contain more if desired)
        Example: Train001
        Example: luNch1222
- Users will be asked to enter the new password and then confirm the new password. You must type your new password in each space and follow the rules listed above for the password to be accepted.

**Users will be automatically required to reset password every 90 days!

Admin Menu

The **GradeSpeed Admin Menu** gives you access to the administrative features you can access as a data clerk.

GradeSpeed Monitor allows you to view cycle averages by student for all classes or by teacher for all classes.

You can view attendance functions and you can have access to a variety of attendance reports.

Allows you to define activity codes, view student characteristics, student contact information, and enter parent email address.

Allows you to view a teacher's gradebook.
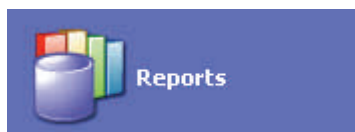
Allows you to run a variety of reports including progress reports and report cards for PK-Kinder.
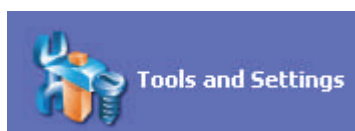
Allows you to view Teacher Verifications, Progress Report Lock, Verify Gradebook, clear teacher password and assign student activity codes.
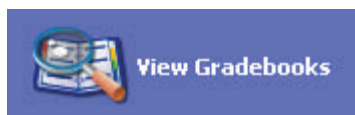
GradeSpeed Monitor

GradeSpeed Monitor allows you to view cycle averages by **student** for all classes or by **teacher** for all classes.

View by Teacher

Allows you to view a list of students, cycle averages and comments in each course and section for a specific teacher. It also displays a time and date stamp of the last time the teacher updated his/her gradebook

Student: Select Student   Teacher: Aligood, Jonathan (160)

Semester: 1

■ Gradebook average shown. SMS average differs from gradebook.
■ SMS average shown. Gradebook average differs from SMS.

Aligood, Jonathan   **GEOM Period: 1 Section: 1**

Student	Cycle1	Cycle 2	Cycle 3	Exam 1	Sem 1	Comments	Last Updated
Albanese, Angela E.	86				86		6/26/2007 2:13:21 PM
Bauer, Richard Q.	86				86		6/26/2007 2:13:21 PM
Biernesser, George A.	85				85		6/26/2007 2:13:21 PM
Ciskowski, Mary L.	82				82		6/26/2007 2:13:21 PM
Colose, Anthony L.	85				85		6/26/2007 2:13:21 PM
Flanagan, James L.	88				88		6/26/2007 2:13:21 PM
Geiger, Jason C.	79				79		6/26/2007 2:13:21 PM
Gillies, Robert P.	82				82		6/26/2007 2:13:21 PM

View by Student

Allows you to view a student's schedule, current cycle averages, comments from a teacher. It also displays a time and date stamp of the last time the teacher updated his/her gradebook. You can also view a student's profile by clicking the Profile button.

Student: Abels, James K. (634073658)   Profile   Teacher: Select Teacher

Semester: 1

■ Gradebook average shown. SMS average differs from gradebook.
■ SMS average shown. Gradebook average differs from SMS.

Teacher	Course	Section	Period	Cycle1	Cycle 2	Cycle 3	Exam 1	Sem 1	Comments	Last Updated
Chancellor, Kimberly	ALG 2	7	1	164				164		5/24/2007 4:25:59 PM
Byrom, Barbara	CHEM	2	2							5/9/2007 4:05:53 PM
Harris, Russel	FREN 1	1	3							
Vaughn, Elvin	LATIN 3 PAP	1	4							
Green, Lee	US HIST	4	5							
Chewning, Thomas	TH ARTS 1	4	6							
Gerety, Michael	ENG 3	5	7							

Attendance

Teacher Attendance Procedures Within the Gradebook

Attendance will be taken by teachers within the gradebook program. The attendance taken in the gradebook will be sent directly to Region 20 as the official record.

- Teachers must post attendance to GradeSpeed at the designated time.
- Elementary, PreK-6 Academy and Secondary campuses will SUBMIT **Official** ADA Attendance at **10:00am** and **post to the second period class**. If attendance is NOT submitted by 10:30, the attendance clerk will need to post the teacher's attendances in iTCCS. The teacher MUST submit to the clerk a signed attendance sheet. This should NOT become a habit.
- Teachers cannot post changes to attendance once attendance is submitted via GradeSpeed. Changes are made by the attendance clerk in iTCCS.
- Teachers are to key in students full name and the notation "in class" in the Notes to Attendance Clerks section of the Attendance Roster for any students physically present, **whose names do not appear on the attendance roster**. Student schedules will need to be modified to reflect the changes.

Teacher Unable to Post Attendance

- Teacher is to contact the Attendance Clerk immediately to obtain a printed class roster.
- Teachers are to complete the printed attendance roster immediately after receiving the document from the attendance office.
- Completed attendance rosters should be returned to the office no later than 30 minutes after receiving the roster.

For additional information about attendance accounting, contact PEIMS and Data Services or visit their website at http://www.saisd.net/dept/pds/

Campus-wide Connectivity or Electricity Failure

In case of network failure, the clerks will run weekly Attendance Rosters and save the files to their computers. These rosters can be printed, if needed, for manual attendance taking by teachers. In the unlikely event of a complete power failure, PEIMS and Data Services can print the rosters and deliver them to the school.

Attendance

Teachers Marking Attendance

1. All students are marked as **present (P)** within the teacher's gradebook. Teachers **ONLY** need to select the students who are absent by clicking on the buttons located beneath the "A".
   ●Code **A** represents an **unexcused absence**. Campus Data Clerks will make corrections to the attendance through iTCCS should any absences be Excused.
   ●Code **T** represents a **Tardy** to class but present for official attendance accounting.
   ●Code **L** represents **Left early**—student was present for offical attendance but left before the end of the school day. **This code is used ONLY by <u>elementary teachers</u> and posted to <u>period 3</u>. PARENTS NEED TO BE REMINDED THAT AN "L" FOR LEFT EARLY WILL SHOW UP AS A TARDY ON THE STUDENT'S PROGRESS REPORT AND REPORT CARD.**

   If the student is not in the classroom at the official marking time, they are to be marked absent. However, this does not include students who are under teacher control, such as assembly, restroom, hallway, etc. Campus Administrative decisions may supersede.

2. In the Notes to Attendance Clerk section, teachers are to type the full name of students physically present in class, but **not** on the attendance roster.

Any **changes** made to a student's attendance, such as a change due to a doctor's note which excuses the absence, **must be made by the Attendance Clerk**. Teachers are not able to make changes to attendance once they submit.

Attendance

Marking Tardies and Left Early

A procedure emphasizing the importance of punctuality and the guidelines for consequences has been developed. (Procedure F48)

Information and Definition
- A "tardy" is defined as a student not being in an assigned area when the class bell rings and the teacher is unaware of the student's whereabouts.
- Students entering their assigned areas after the class bell rings are tardy.
- At the secondary level, if a student is detained by a staff member, the student must obtain a note from the detaining staff member to excuse the tardy.
- Multiple tardies by an individual student do **not** equal an absence.

Implementation
- All secondary campuses will have a bell signal to start class.
- All secondary campuses may provide a "warning" bell. The "warning" bell will ring prior to the class starting bell.
- All campuses will track tardies using the district's electronic gradebook and attendance tracking system.
- Tardies will only be posted to GATS by the classroom teacher only. **Tardies are not part of official attendance accounting; therefore, campus data clerks and attendance clerks will NOT post updates in regards to handwritten tardies posted to classroom rosters.**
- When a teacher is absent, the substitute will follow campus procedures for identifying those students who are absent or tardy.

Tardy Posting
- Tardies will be posted to GATS by the classroom teacher.
- Elementary campuses and PK-8 academies will **post tardies** to **second period**. Since official attendance and tardies are submitted at 10:00 (second period), elementary teachers will **post early releases to third period AFTER 2:00 (preferably at the end of the school day)**.
- ## Secondary teachers DO NOT use the Left Early code
- Secondary schools will post **official attendance** at 10:00 a.m. to the second period class, therefore; a student may be tardy to class but present for official funding purposes OR absent.

Tardy and Left Early Posting Codes
The classroom teacher will use the following codes to the GradeSpeed electronic gradebook system:

      T—Tardy (tardy to class but present at official attendance accounting time)
      L—Left early (Elementary use only—Must post to <u>3rd Period ONLY</u>) This entry equates to a Tardy on the student's Progress Report and Report Card.

Attendance

Allows you to view attendance functions and access to a variety of attendance reports. The main functionality of this option is to allow you to verify that teachers are turning in their attendance on time.

Key Features

Display Teacher Progress — Allows you to view attendance submissions by teacher.

Daily Attendance Summary — Allows you to view attendance records for a teacher or all teachers for a specified date range.

Attendance Change Report — Allows you to view changes made to each student's attendance entries for a given date range.

Attendance By Teacher — Allows you to view a teacher's daily attendance submission. ****This is where you also print an attendance roster for a substitute**.

Attendance By Activity Code — Allows you to view teacher attendance submissions for a group of students by activity code.

Attendance Letter — This feature is used to generate predefined, printable letters for each student who meets certain attendance criteria.

Teacher Verification Report — ****This report is critical. Report displays the teacher's attendance submissions for a date range. The teacher must sign off on this report and return to Attendance Clerk. This report is generated by the Attendance Clerk.**

Attendance Totals By Code — Allows you to produce a list of the number of instances of a specific code per teacher or per student. ****Used to balance Attendance daily (JAT 0275)**

Attendance By Student — Allows you to view all attendance records for a specific student by time code and period.

Substitute Class Roster — Allows administrators to print out class roster for any teachers that will be gone for the day.

Attendance Reports

Display Teacher Progress

Allows you to view attendance submissions by teacher for the class period selected from the drop-down list. **Our official attendance period is Period 2.** The exact time and date that the attendance was taken will be recorded on this screen.

The attendance clerk must notify the principal of any teachers who do not take attendance at 10:00 am, the designated attendance reporting time for SAISD. You can click **E-Mail** to send a notification email to each teacher who has not yet finished submitting the day's attendance records. If attendance is not submitted in a timely manner, these teachers are to be contacted immediately by an Administrator to mark attendance. However, if teachers do not mark attendance at the time designated by the district on a **repeated** basis, then the issue becomes administrative, as explained in the Attendance Procedures.

		Teacher Progress	
Return	District	Training ISD	
	School	1st Elementary School	

Date: 07/11/2007 ... Period: 2 **Ok** **E-Mail**

Progress: 0/38 (0.00%)

ID	Name	Finished	Note
4893	Abel, Frank		
4941	Archer, Charles		
4997	Baer, W		
6084	Clark, Ralph		
6134	Cole, John		

Daily Attendance Summary

Allows you to view attendance records for a specified date range for a teacher, all teachers, and/or student, or all students or by grade level.

		Daily Attendance Summary	
Return	District	Training ISD	
	School	1st Elementary School	

From: 7/02/2007 ... Teacher: All Teachers **Ok**   Students: All Students **Ok**

To: 7/11/2007 ...   Grade: All

ID	Grade	Student	Phone	Date	Homeroom

Attendance Codes:

Code	Description

Attendance Reports

Attendance Change Report

 Attendance Change Report

Allows you to **track** changes made to each student's attendance entries for a given date range. You will be able to view the current Attendance code, the previous code, and who modified Attendance code entered by the teacher.

Attendance Change Report
District Training ISD
School 1st Elementary School

| From: | 7/11/2007 | ... | Student: | All Students | Ok |
| To: | 7/11/2007 | ... | Grade: | All |

Grade ID Student Date Previous Code Code Period Date Modified Modified By

Attendance Codes:
Code   Description

Attendance By Teacher

 Attendance By Teacher

Allows you to view a teacher's daily attendance submissions as well as **print a blank attendance roster for a substitute teacher.**

Attendance	
District Training ISD	7/11/2007
School 1st Elementary School	
By Teacher: --Select--	
TimeCode: **Period:**	
Get Attendance	Submit
There are no periods defined for this timecode.	

1. From the screen, select the **teacher**, **period**, and **date** from the calendar on the right.
2. Click **Get Attendance**
3. Click **File** and **Print**

Attendance Reports

Attendance by Activity Code

Allows you to **track** changes made to each student's attendance entries for a given date range. You will be able to view the current

Attendance Letter

Allows you to generate an Excessive Absence Report to pull a list of students who have more than the designated number of a specified attendance code. It will also allow you to create a letter to the student's parents and/or guardian.

To create the letter, Click on drop-down arrow and select Configure Report. Type a Message Header and compose the message to the parent. Click Save to save the message.

To create a report, select **Create Report** and use the Codes checkboxes to specify attendance codes to run the report against. Click **Generate Report**. An Attendance Notification letter will appear for you to print.

Attendance Reports

Teacher Verification Report

At the start of each week, the data/attendance clerk will print out the Attendance Verification Report for all teachers for period 2. These reports are to be distributed to all teachers. **Teacher are required to check attendance markings from the previous week.** Teachers can utilize their gradebooks to view and verify the information provided on the report. Teachers are to sign and return this document within 24 hours of receipt.

**NOTE: The Teacher Verification Report <u>MUST</u> be printed <u>WEEKLY</u>.

The Teacher Verification Report is <u>NOT</u> an option. Campuses are responsible for maintaining an official attendance audit document. This report is the TEA auditable document. Teachers must have ALL weeks reviewed and signed prior to leaving the campus for the summer or upon resignation.

Teachers who fail to sign these sheets will be contacted by campus administrators to complete the form.

1. From the Attendance Clerk menu, click on Teacher Verification Report.
2. Select the "From" Date.
3. Select the "To" Date.
4. Select All Teachers.
5. Place a check mark in the box labeled "Include Teacher's with Perfect Attendance".
   - A signed report must be provided even if no absences were recorded.
6. Select Period 2 from the Period drop-down list
7. Click OK.
8. To Print after the reports are generated, click File and select Print.

The Code and Teacher Time columns reflect the attendance code and the date and time attendance was submitted by the teacher. Changes made by the clerk or administrator will be reflected under Clerk Time and the changes will be separated from the teacher submission by a "/" and highlighted in yellow in the Code column.

Attendance Verification Report

Date of Report: Jul-26 2005
Dates: Jul-26 2005 to Jul-26 2005
Period:
Teacher: CRAVEN, ROBERT (SMITG)

ID	Student	Period	Code	Date	Teacher Time	Clerk Time
000077368	BEAUCHEMIN, ROBERT P	09	Present/T	Jul-26	Jul-26 12:00	Jul-26 12:00
000078361	BURKE, GEORGE W	09	A/Present	Jul-26	Jul-26 12:00	Jul-26 12:00
000078449	MAGRO, WILLIAM N	09	TR/P	Jul-26	Jul-26 12:00	Jul-26 12:00
000157191	PAYNE, CHARLES A	09	Present	Jul-26	Jul-26 12:00	
000260005	MUSTONEN, VIRGINIA J	09	A	Jul-26	Jul-26 12:00	
000416791	FARRAH, MICHAEL J	09	TR	Jul-26	Jul-26 12:00	

Note: A code with a forward slash designates
Teacher code / Attendance Clerk Code

Signature:_____ Date_____

Attendance Reports

Attendance Totals by Code

Allows you to create a report showing a list of the number of instances of a specific code per teacher or per student as well as **balance the attendance daily in JAT0275**.

From the Attendance Totals by Code screen,
1. Choose the From and To fields to select the date range.
2. Select the Student. To run the report for all students, select "ALL Students".
3. You can also run the report by Teacher or for All Teachers
4. Select the appropriate Period.
5. Click Show Report.
   The report displays the total number of instances of each attendance code

From:	07/12/2007		Student:	All Students
To:	07/12/2007		Teacher:	All Teachers
Period:	All			Show Report

Attendance By Student

Allows you to view all attendance records for a specific student by time code and period.

From the Attendance by Student screen,
1. Choose the student's name from the drop-down list.
2. Choose the Period.
3. Click Get Attendance.

By Student: --Select--
TimeCode: Period:
Get Attendance

Attendance Reports

Substitute Class Roster

Allows you to print out the class rosters for any teacher that will be out for a day. This feature will generate a blank attendance form that can be used for substitute teachers to take attendance manually.

After you click on Substitute Class Roster button, select the teachers that will be out, and click Generate button. GradeSpeed will then produce a printable, daily class roster for the selected teachers. The substitute MUST sign the bottom of the roster before turning in to Attendance Office.

Data Base Manager

Allows you to define activity codes, view student characteristics, student contact information, and enter parent email address in Student Contact Info.

Select Mode
| Select Mode |
| Activity Codes |
| Student Characteristics |
| Student Contact Info |

Key Features from Select Mode Drop-Down List

Activity Codes (Define)

Campuses can define unique activity codes to assist with searches for grading information. Activity Codes are defined by each individual campus to meet campus needs.

Campuses generally create codes for groups of students that require grade reports, such as UIL activities, PALS, Athletics, etc. The code can be up to 4 characters. The Description column identies the code.

Activity codes can be entered at any time. After the activity codes are entered, click UPDATE.

ID	Code	Description
1	CHR	Choir
2	BND	Band
3	JVFB	JV Football
4	VFB	Varsity Football

Student Characteristics

Allows you to view students characteristics by Code and Description. This information is entered via the iTCCS Region 20 System and cannot be modified through GATS.

ID	Code	Description
1	A	At Risk
2	S	Special Ed
3	G	GT
4	L	LEP
5	B	Bilingual
6	E	ESL
7	5	504
8	D	Eco Dis

Student Contact Information

This screen is used to facilitate Campus Wide Progress Report Printing. From this menu, campuses can input Parent Email Addresses for progress report emailing.

ID	Student	Email	Home Phone	Work Phone	Cell Phone
201314	Abramovic, John		23 - 779 - 5335	- -	- -
200396	Adolf, William		23 - 721 - 1440	- -	- -

Teacher Properties Group by Period

This screen is used to group students by period rather than by course. The teacher must make the request. If this option is **checked**, the teacher's gradebook will display Period 1; Period 2; etc. instead of the course name in the course selection drop-down list. **THIS MUST BE DONE BEFORE TEACHERS ENTER THE GRADEBOOK.**

The teacher's email address can be entered in the blank field. If the teacher enters email address in the Teacher Profile, it will automatically populate this field.

Name	Email	Group By Period
Abbott, Kristy		☑
Adams, Bryan	badams3@saisd.net	☑
Aguayo, Anna		☐

View Gradebook
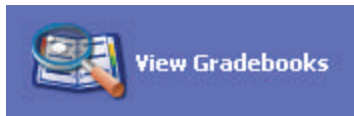
View Gradebooks

Allows you to view a teacher's gradebook. You will have Read-Only access. You can view

- By student (click on student's name)
  - Allows you to view the student's Profile, Schedule, Attendance, and Notes if any
- By Assignment (click on an assignment)
  - Allows you to view detailed information for that assignment by student
- By Average (click on the student's average)
  - Allows you to view the student's assignments and detailed information for All assignments.

: Read-Only. Updates are not allowed.

Categories	Assignments	Grades	Progress Reports	Reports	Cumulative Grades	Seating Chart	Verify Gradebook

Class: HR WKHABIT GR 1 (7001/2) Pd 1

☑ Enter Moves Down

<< < 1 of 1 > >>

Student	Avg	Mind Builder Aug-7	ch-1 Aug-7	Maps Aug-8	
	Due:	Aug-8	Aug-8	Aug-9	
	Points Possible	100	100	100	
Brinkerhoff, A F	76.90	N 95	70	A N 68 R2	
Buccieri, Domenic F	56.90	95	11	80	
Debay, James B	86.50	95	70	100	
Ferrara, Anthony D	61.40	95	11	95	
Fontes, Carlos I	56.90	100	11	75	
Henry, Jerry L	61.40	95	11		
Kelly, Edward E	48.50	95	11	N 52 R2	
Maher, Robert S	64.40	100	11		
Meyers, Ruth	61.40	95	11		
Miller, Neysa T	61.40	95	11		
Page, Richard A	61.40	95	11		
Patnode, Steven L	61.40	95	11		

View Gradebook

View by Student

- Allows you to view the student's Profile as entered in iTCCS, student's class schedule, student's attendance totals year to date and attendance details, and Notes if any.

			Update	Cancel	Schedule	Attendance	Notes

Student Profile

Last	Bravo	ID	573238	Characteristics
				A. At Risk

View by Assignment

- Allows you to view the grades for ALL students for a specific assignment.
- A assignment enclosed in a green box means the assignment Grade Type is Extra-Credit Applied to Average.
- An assignment enclosed in a black box means the assignment Grade Type is Extra-Credit Applied to Category.

glish IV (01)			Cancel	Spell Check		Pts. Possible: 100
		Assignment:	Letters 1-4 Frankenstein	[Edit]		Category: Classwork/Homework 60 %

Student	Rank	Score	Original Grade (1st Try)	Retake 1	Retake 2	Points Added	Override	Late	Do not drop	Note	Print Note	Modifications
Bravo, George	3	85	85					☐	☐		☐	
Caballero, Benjamin R.	8	0	0					☐	☐		☐	
Cantu, Ruben E.	3	85	85					☐	☐		☐	
Cuevas, Amir A.	5	70	0	70				☐	☐		☐	

- You can also view a pie chart on the left side of screen that reflects percent mastery.

- ☐ 90-100% - 42.1%
- ☐ 80-89% - 42.1%
- ☐ 70-79% - 5.3%
- ☐ 60-69% - 5.3%
- ☐ 0-59% - 5.2%
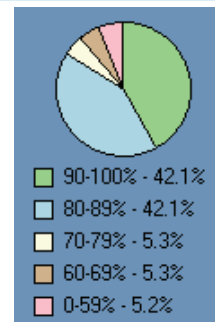
View by Average

- Allows you to view a specific student's grades individually.

View:	Grades			Student:	Castillo, Joe		111119	10					

Assignment	Category	Assigned	Due	Points Possible	Score	Original Grade	1st Retake	2nd Retake	Points Added	Override Grade	Late	Do not drop	Note	Print Note
4th Nine Weeks Professionalism	Professionalism	Apr-7	Apr-7	100	90	90					☐	☐		☐
27.1 Section Review	Assignments	Apr-7	Apr-7	100	95	95					☐	☐		☐
27.2 Section Review	Assignments	Apr-7	Apr-7	100	Exc	Exc					☐	☐		☐
Quiz Average	Assessments	Apr-7	Apr-7	100	69	69					☐	☐		☐
TAKS Review Science Poster	Assignments	Apr-9	Apr-11	145	52	52					☐	☐		☐
TAKS Student Contract	Assignments	Apr-17	Apr-17	100	100	100					☐	☐		☐
Biology and Chemistry Stations	Assignments	Apr-18	Apr-21	100	85	85					☐	☐		☐
TAKS Objective 5 Review	Assignments	Apr-22	Apr-24	100							☐	☐		☐

View Gradebook

Grading Categories

As per Grading Procedure E20 (see Appendix), ALL students in grades 1-12 shall be assessed on the following two FIXED categories to determine a student's grade: Assessment and Assignment.

Any additional grading categories require the following **approval** by SEPTEMBER 1 of each school year:

- The grade level or department that is requesting any additional categories must complete the Request to Change Grading Categories or Grade Weighting (Form E20-A)
- Convene a Campus Leadership Team, grade level, or department meeting.
- Ensure that the decision is reached by CONSENSUS and that ALL affected teachers WILL adhere to the requested change.
- Maintain minutes/notes at the campus indicating how the decision was reached.
- The Campus Leadership Team, grade level, or department will submit the form to the campus Administrator.
- The campus Administrator may approve or deny the request. If approved, the administrator submits the form to Office of Policies and Procedures via email to execute the requested change.
- The campus administrator and teachers are responsible to inform all parents and students of the grading criteria (category, weight, etc.)

Assignment Codes

Teachers have the option to document student's grades when necessary. When viewing a gradebook you may see codes applied to a grade. To quickly view the details for any code, simply place the pointer over any of the codes and a pop-window will appear.

Assignment Codes:

A—Points added
N—Notes attached
X—Grade will not be dropped
L—Assignment was late
R—Retake
R2—Second retake
M—Special Education modifications
Red box around the grade—student had an unexcused absence on the day the assignment was assigned.
Blue box around the grade—student had an excused absence
Green box around the grade—student was tardy
Blank box—system does NOT average a zero for this missing assignment (does not reflect a student's true average.
MSG—system averages a 0 for the missing assignment (reflects true average)
INC—system does NOT average a zero but reflects an incomplete
EXC—the student is excused from completing this assignment

|	Avg	Car	Flash Quiz1 May-12	FL03 Apple to Pear May-13	FL04 Bouncing Heart May-14	FL05 Blur Effect May-19
		Due:	May-12	May-13	May-16	May-20
		Points Possible	100	100	100	100
	71.53		65	100	70	65
	90.79		85	100	50	100
han-Is H	38.09		Msg	Msg	Msg	100
	77.10		73	100	Msg	100
	100.38		100	100	100	100
	93.17		90	90	100	100
E	100.00					100

Reports

Reports This feature gives administrators access to a variety of reports.
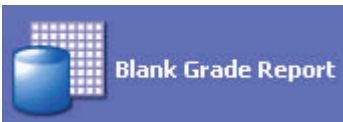
Key Features
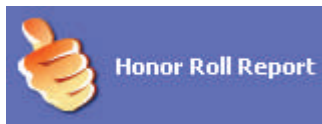
Honor Roll Report Allows administrators to identify students with average grades **above** a certain point.
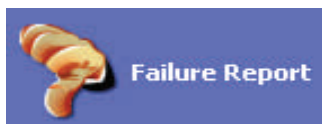
Failure Report Allows administrators to identify students with course grades **below** a certain point.

Blank Grade Report Allows you to see any teacher who has **NOT** entered **ANY** grades for **any** subject. This should be viewed at the beginning of the 2nd week of **each cycle**.

Campus-wide Progress Reports Used to create **campus-wide Progress Reports**.
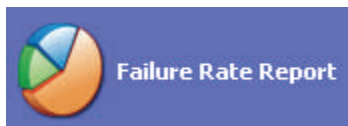
Report Cards This feature is used to generate Report Cards for **PK and Kinder students only**.

Eligibility Report Allows administrators to view reports that show students' current and future eligibility for UIL participation.

Failure Rate Report Administrators are able to calculate the failure rate for specific teachers for each cycle.
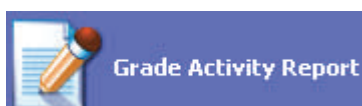
Custom Progress Reports This feature is used to generate Progress Reports for **PK and Kinder students only**.

Grade Verification Report This feature is used to generate a verification grades report for each teacher per subject.

Grade Activity Report Allows you to view who has or has not met the number of grades required per week by the District.

Reports

Honor Roll Report

Allows administrators to identify students with average grades **above** a certain point by Teacher or by Student.

Failure Report

Allows administrators to identify students with course grades **below** a certain point by an individual teacher, by ALL, grade level or by Activity code.

Blank Grade Report

This report is used to identify students who have not been provided with **any** grades during a grading period. This should be checked prior to each progress report printing and report card printing. If a student's name appears on this list, a progress report will print "No Grade" for the student; a report card will print with a "0".

Administrators are encouraged to utilize this screen to ensure that all students are receiving grades in a timely manner.

Teacher_ID	Teacher_Name	Student_ID	Student_Name	StuGradeLevelCode	Course_Name	Course_ID	Section	Period
4893	ABEL, FRANK	200358	BIERSTINE, DORIS	04	HR WKHABIT GR 4	7004	4	1
4893	ABEL, FRANK	200060	CARBONNEAU, HAROLD	04	HR WKHABIT GR 4	7004	4	1
4893	ABEL, FRANK	200942	CARLISLE, NEIL	04	HR WKHABIT GR 4	7004	4	1

Campus Wide Progress Reports-Grades 1-12

As outlined in Administrative Procedure E20 on Student Grading,

- Reports of student's progress in Pre-Kindergarten and Kindergarten are not mandatory every three weeks. They may be utilized in the case that a student's performance is consistently unsatisfactory with Pre-K TEA Guidelines or Kindergarten TEKS.

- Reports of student's progress in grades 1-12 are to be issued every 3 weeks. The **Data Clerk** will **PRINT** the **Official Campus Wide Progress Reports** for distribution to **ALL** students in grades 1-12.

- **Teachers can print their own detailed progress reports for students at any time throughout the cycle.**

- Progress Report **Due Dates** are provided by PEIMS and Data Services to campus Administrators and Data Clerks at the beginning of the year. The due dates can also be found on the PEIMS and Data Services website as well as the GATS website at http://itls.saisd.net/gats

- **NOTE:** In accordance with state law, students who have failing grades or are in danger of failing in any subject area must receive a progress report.

- Teachers **DO NOT Verify their gradebook at the end of each Progress Report Period.** Instead,
  - The Principal or designated administrator, will **Verify** the Progress Report Period.
  - The data clerk **generates**, **saves and prints** progress reports.
  - After the data clerk has saved the progress reports for a specific cycle, the principal or designated administrator, will Clear the verification for the Progress Report cycle and teachers can resume entering grades. This should happen within 24 hours of the time the Progress Reports have been locked.

- **Campus Progress Reports will print the Overall Average, Comments and Citizenship ONLY.**

Campus -Wide Progress Reports-Grades 1-12

Campus wide progress reports are printed every three weeks by the data clerk at the campus.

- From the GATS Administrator Pick a Category Menu,
  - Click on Reports
  - Click on Campus-Wide Progress Reports

- Select the appropriate options.
- Click OK.
- The reports will be generated.

9.5 for TOP

1.5 for LEFT

The Message box allows you to type in a message that will print on ALL progress reports. The Principal or designee will approve ALL messages entered in this section.

Note: **Before** printing, you must delete the data in the header and footer and change The margin settings.
1. After the report is generated, click on **File** and select **Page Setup**
2. Highlight and delete the data in the **header** and **footer** areas. These two areas should be blank.
3. Change the **left**, **right**, **top** and **bottom** margins to **.18**
4. Click OK and print

Progress Reports for PreK and Kinder

Reports of student's progress in Pre-K and Kindergarten are not mandatory every 3 weeks. They may be utilized in the case that a student's performance is consistently unsatisfactory with Pre-K TEA Guidelines or Kindergarten TEKS.

Pre-K and Kinder progress reports are printed by the data clerk. GradeSpeed generates progress reports **ONLY** for students who have comments entered in the IPR Comments/Notes. If the teacher does NOT enter any comments, then progress reports cannot be generated.

To generate PK-K Progress Reports:

1. Select **Custom Progress Reports** icon

2. Select the Cycle, Grade Level (P3, P4, K)
3. Click Generate Report

4. From the drop-down menu on the right-hand side, you can
      A. View Progress
      B. View Progress Reports
      C. Generate Progress Reports
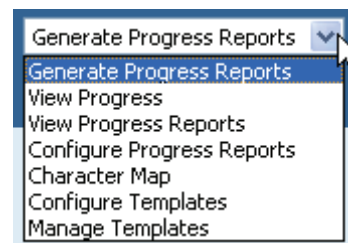
5. If the progress reports do **not** generate correctly,
      PURGE the progress reports and generate again.
      DO NOT print ALL reports until you verify that they
      are showing the correct student data.
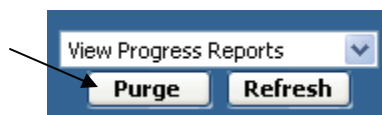
Data clerks are expected to generate, save and print ALL progress reports. If unavailable, any administrator can also perform this function.

Saving and Printing Progress Reports

For record purposes, campuses **MUST SAVE** ALL generated progress report files prior to printing.

- **First**, create a folder on your Desktop or in My Documents
  - Name the folder **2009-2010**
- **Second**, generate the progress reports
- **Third**, **SAVE** All progress report files using the naming structure shown below or similar: (this is a recommendation—just remember to save!)
  - IPR_3_1.htm
  - IPR_6_1.htm

  - IPR_3_2.htm
  - IPR_6_2.htm

  - IPR_3_3.htm
  - IPR_6_3.htm

  - IPR_3_4.htm
  - IPR_6_4.htm

You can even generate and save reports by grade level—
  - IPR_3_1_1.htm
  - IPR_3_1_2.htm etc.

IPR = Interim Progress Report

1st number = Interim week (will be either 3 or 6, since reports are printed every third and sixth week.)

2nd number = Grading cycle

3rd number = grade level

To Print the Report
- Generate the report
- Click on **File** and select **Print**

Reports

Eligibility Report

Allows administrators to view reports that show students' current and future eligibility for UIL participation.

Failure Rate Report

Administrators are able to calculate the failure rate for specific teachers for each cycle.

Teacher ID	Teacher	Section	Course Name	Students in class	Failing %
5438	BOYAJIAN, JULIA	2	MUSIC GR 1	20	5%
6084	CLARK, RALPH	2	HR WKHABIT GR 1	20	90%
		2	WRIT GR 1	19	16%
6217	DAVIS, LEE	1	READ GR 3 CR	9	33%
6387	DIGLORIA, MIKE	6	HR WKHABIT GR 2	22	18%

Reports

Report Cards—Pre-K and Kinder ONLY

Pre-K and Kindergarten Report Cards will be printed every nine weeks. Required parent conferences are held every 1st and 3rd nine weeks in conjunction with the completed report card.

To generate PK-K Report Cards:

1. Select **Reports** icon

2. Click on **Report Cards** icon

3. Select the Cycle, Grade Level (P3, P4, K)

4. Click Generate Report

5. From the drop-down menu on the right-hand side, you can
    A. View Progress
    B. View Report Cards
    C. Generate Report Cards
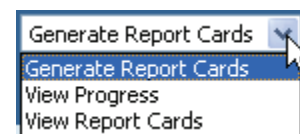
If the report cards do **not** generate correctly, **PURGE** them and generate again.
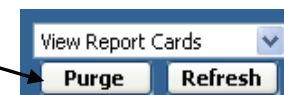
DO NOT print ALL reports until you verify that they are showing the correct student data.

After the report cards are generated and you have verified that data is correct, **SAVE** the file, and **print** the report cards by clicking **File** and selecting **Print**.

Reports

For record purposes, campuses **MUST SAVE** ALL generated report card files prior to printing.

1. Create a folder on your Desktop or in My Documents
- Name the folder **GATS 2009-2010**

Do you want to open or save this file?

PDF	Name: KGBarreira-Laura_703_4-1-117.pdf
	Type: Adobe Acrobat 7.0 Document, 963 KB
	From: gradebook.saisd.net

[Open] [Save] [Cancel]
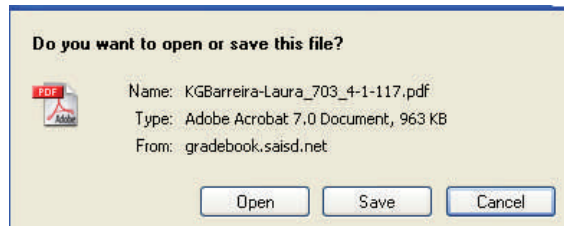
2. Generate the report cards for PK-K
3. Save the files using the naming structure shown below or similar: (this is a recommendation—just remember to save!)
- RC_1.htm means (Report Cards Cycle 1)
- RC_2.htm means (Report Cards Cycle 2)
- RC_3.htm means (Report Cards Cycle 3)
- RC_4.htm means (Report Cards, Cycle 4)

You can even generate and save reports by grade level and or by teacher—
- RC_1_1.htm
- RC_1_2.htm etc.
- RC_1_P3_Gomez

To Print the Report
- Generate the report
- Save the report
- Open the report
- Click on **File** and select **Print**

File	Edit	View	Favorites	Tools
New				►
Open...		Ctrl+O		
Edit				
Save		Ctrl+S		
Save As...				
Page Setup...				
Print...		Ctrl+P		nt
Print Preview...				
Send				►
Import and Export...				DR
Properties				
Work Offline				
Close				
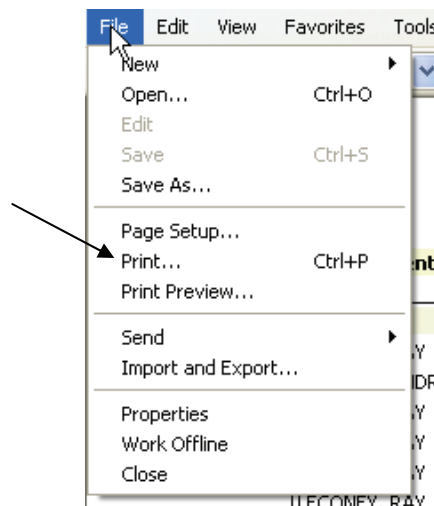
Reports

Grade Verification Report

This report will allow the data clerk or an ADMINISTRATOR to generate GRADE Verification sheets that teachers **MUST review**, **sign** and **return** to **OFFICE** verifying that the **averages** for EACH class/period are correct for each student.

If an average is not correct, the teacher MUST make corrections within his/her gradebook. The teacher must also write the CORRECT average on the Verification sheet, sign the sheet and turn in to office for filing purposes. After corrections are made in the teacher's gradebook, the teacher can verify his/her gradebook at the END of the nine-weeks as outlined in the District's Grade Reporting Timeline.

Making corrections in the gradebook should be done prior to PEIMS & Data Services verifying the District at the END of each nine-weeks cycle.

If grades have to be changed AFTER the District has been verified, the teacher must wait until the previous cycle becomes unverified at the District level. Once the gradebook becomes unverified, the teacher must:
- Enter the grades and/or make the required changes in the gradebook
- Complete the Request to Change Cycle/Period Grade form **E29-A** reflecting the new AVERAGE
- Provide the form to the Data Clerk for posting of correct average into ITCCS
- Turn in the signed Grade Verification form to office

How to generate the form
1. From the Administrator screen, click on Reports
2. Locate and click on Grade Verification Report
3. Select required Option—Current Cycle Only or view choices from drop-down menu.
4. Click OK
5. The system will generate a report for EACH period EACH teacher. For example, a teacher having 6 class periods will be required to sign 6 Grade Verification Reports; one per period.
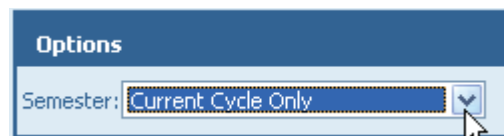
Reports

Grade Activity Report

This report will allow you to see which teachers meet or do not meet the District's Grading Procedures of 1-2 grades entered in the gradebook per week. A report can be generated by Teacher or for ALL Teachers.

Select the minimum number of grades depending on the when you generate the report, and click Show Report.

You will be able to view which classes have NO GRADES entered as well as classes with less than 50% of the minimum grades entered.

Tools and Settings
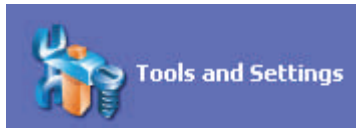
Allows you to view Teacher Verifications, Progress Report Lock, Verify Gradebook, clear teacher password and assign student activity codes.

Key Features

This screen will be used to associate students or groups of students with various activity codes, allowing reports to be run selectively for those students.
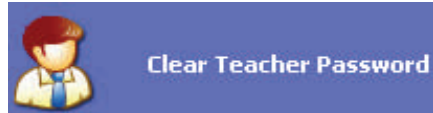
Use to clear a teacher's password and set it to blank.

Screen to Lock Progress Report period, view teacher's verification at the end of each 9 weeks, and Verify the campus at the end of each 9 weeks.

Student Activity Codes

Campuses can define unique activity codes to assist with searches for grading information. Activity Codes are defined by each individual campus to meet campus needs.

1. Click on **Get Students**
2. Select the **Student**
3. Select the **Activity** and **Assign** the Activity to the Student
4. Click **Update**

Tools and Settings

Clear Teacher Password
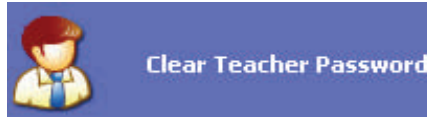
Use this feature to clear a teacher's password. After the password has been cleared the teacher will log in with their email address as the username and press the enter key. The teacher will be prompted to enter a new password.

Teacher Verification

From this screen you will:

- Lock Progress Report period,
- View teacher's verification at the end of each 9 weeks,
- Verify the campus at the end of each grade reporting period, and
- Clear Campus Verification at the end of each Progress Report Period (**DO NOT CLEAR AT THE END OF NINE-WEEKS. This is done at the District level.)**

Teachers MUST verify their gradebook by the deadline at the END of each grading cycle (nine weeks) and semester. Teachers DO NOT verify for Official Progress Report printing. Teachers can verify by subject or the entire gradebook. When teachers verify, they certify the following:

1. All students assigned to the course/section appear in the gradebook.
2. Grades for all assignments have been entered for all students in all courses within the gradebook.
3. Comments and Citizenship have been entered for all students.

The % denotes what part of the gradebook has been verified. The % column should reflect 100% verified. As an administrator, you will click on **Verify ALL at the end of every nine-weeks period.**

At the end of every **three-week grading period**, an administrator will click on **Verify All**. After the progress reports have been **created**, **saved**, and **printed** the administrator must log back in and click **Clear All**. <u>Do NOT clear at the end of a nine-week cycle.</u>

Tenerelli, Nicholas (4374)	No	0%	Verify	Clear	View History
Thomas, Melvin (4631)	No	0%	Verify	Clear	View History
Wasdin, Deborah (4718)	No	0%	Verify	Clear	View History
Wohlschlegel, Brian (4880)	No	0%	Verify	Clear	View History

Verify All **Clear All**

End of Cycle

Teachers **MUST verify** their gradebook by the deadline at the **end** of **each nine-weeks grading cycle**. Before teachers verify, run the **Grade Verification Report** allowing teachers to verify that the grades for each student are correct and error free.

Steps for Changing a Grade

When teachers verify the gradebook they are "**locking**" the gradebook for the **completed cycle**. District and Campus Administrators are able to view the exact time each teacher verified grades for report cards. A campus administrator and/or designee will verify the Campus as well. This will allow PEIMS and Data Services to export the grades to the Region 20 iTCCS Student System.

Grades can be changed by the teacher anytime **during** a nine-week grading period. **After** grades have been exported to the Region 20 iTCCS student system at the end of the cycle, **official grade changes may occur only through the DATA Clerk.** Altering grades within Gradespeed after a grading cycle is complete will **NOT** update the Official Grade.

Teachers will not be able to change grades for the previous cycle until the cycle has been unlocked. Gradebooks are unlocked by PEIMS and Data Services after grades are exported to the Region 20 iTCCS Student system.

Official Grade changes MUST follow the procedures and requirements provided by the district and TEA Guidelines.

Steps for Changing a Grade
1. Teacher makes corrections in his/her electronic gradebook.
2. Teacher **MUST** complete **Request to Change Cycle/Period Grade Form E29-A** that reflects the old AVERAGE and the new AVERAGE.
3. Teacher submits the completed form to the Data Clerk.
4. Data Clerk makes changes in the iTCCS Region 20 System.
5. The teacher will be able to view the correct average under Cumulative Grades the day AFTER the average has been posted to iTCCS by the Data Clerk.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

SAISD

REQUEST TO CHANGE CYCLE/PERIOD GRADE

Type all information except where signature is required

School: _____ Date: _____

Teacher Name: _____ Control Number: _____

Student: _____
First name   Middle   Last name

ID Number: _____ Grade: _____

Course Name: _____ Course Number: _____

Grading Period Change: _(circle)_				Semester Grade Change: _(circle)_	
1st	2nd	3rd	4th	Semester 1	Semester 2
Change grade from:		to		Change grade from:	to

Check reason for grade change: ☐ Error ☐ Work Completed ☐ Grading Completed ☐ Blank Grade

Explain below any other reason for grade change:
_____
_____
_____
_____

Required Signature of Teacher: _____ Date Submitted to Administrator: _____

Required Signature of Administrator Approval: _____ Date Submitted to Data Clerk: _____

Required Signature of Data Clerk: _____ Date of Data Entry by Data Clerk: _____

Data clerk will retain this form on file in the data clerk office for five years.

Registrar's Name: _____

October 2006   FORM E29-A

Examining Course Roster/Blank Report Card

Any student who attends a class must be enrolled in the class. If a student attends a class, but the student's name does not appear in the teacher's gradebook for grade reporting, the **Data Clerk must be notified immediately**. The Data Clerk or Counselor will be responsible for enrolling the student in the proper course and section.

Rosters must be updated prior to the completion of the Teacher Verification process. If a student does not appear on a Roster prior to Teacher Verification, the report card will print BLANK without providing the student any grades.

GATS Access for Permanent Substitutes, Vacancies, or Long term Teacher Absences due to FMLA

Teachers who are going to be out on leave will lose access to their gradebooks. A procedure **(E30, E30A) Granting Gradebook Access For Leave of Absences** has been established by the District. The purpose of this procedure is to provide an uninterrupted transfer of Gradebook rights and privileges at the campus and to maintain the integrity of the student data.

Granting Access
The **campus principal/designee** is the **only** person who is authorized to grant gradebook access to a substitute or a campus professional when a teacher is absent due to FMLA or LOA.

Implementation
The campus administrator has two options for gradebook access and attendance marking for long term absences.   The principal can

    A. Provide the Substitute with daily printed rosters to mark attendance. The campus data/attendance clerk will then update attendance via the Region 20 system. The campus can then assign the gradebook access to a campus CIC or Administrator to mark and enter grades provided from the substitute.

    B. Provide access to the teachers gradebook to a substitute. This access will allow the substitute the ability to login to the Teacher of Records Gradebook to mark attendance and grades.

The following steps will allow the campus principal/designee to grant a substitute or campus professional gradebook access.

1. At the time a teacher requests a leave of absence or a family medical leave provide the teacher with a copy of the Gradebook Reassignment document [FORM E30-A].
2. The **teacher of record MUST complete the Gradebook Reassignment document [FORM E30-A] prior to the first day of the LOA or FMLA**.
3. The campus principal/designee shall maintain the completed Gradebook Reassignment document [FORM E30-A] until the teacher returns from the LOA or FMLA and verifies all student data.
4. Prior to the LOA or FMLA, the teacher of record is responsible for printing a current copy of the classroom gradebook. The current gradebook must contain all grades and attendance information posted to the first day of the LOA or FMLA. This printed copy must be verified and signed by the teacher of record. The teacher then submits this copy to the campus principal/designee. The principal/designee shall maintain this document until final student grades for the grading period/cycle or end-of-year are verified and posted.

5. The campus principal/designee will clear the teacher of record password upon the first day of the teacher's absence related to FMLA or LOA.
6. The campus contact person is responsible for training the substitute on the proper use of the electronic gradebook system.
7. The campus principal/designee shall provide the username to the selected substitute or other campus professional that has been designated to maintain grades and attendance in the electronic gradebook.
8. The campus principal/designee is responsible for clearing the substitute password upon the return of the classroom teacher.
9. On the last day of duty by the substitute or other campus professional, the campus principal/designee shall obtain a signed, dated and printed copy of the gradebook entries posted. This copy shall be reviewed and signed by the returning teacher.

In the event that a campus principal/designee is unable to contact a teacher to obtain permission to complete this process, proper documentation of circumstances shall be maintained utilizing the *Gradebook Reassignment* **[FORM E30-A]**.

Retiring or Resigning Teachers

Campuses who have teachers that retire or resign will need to make provisions so that grades are reported correctly for those students.

Teachers Leaving at the End of A Grading Cycle

1. **DO NOT remove the teacher control number or the teacher's name from the Student Region 20 System.**
2. Campus Administration decides if the teacher's grades will be used for official reporting.
3. If the teachers grades will be used for official reporting, the teacher should **Verify** their gradebook prior to leaving or checking out.
4. The Data Clerk will create a **New Teacher Control Number** for the **New Teacher** and Assign the students to the New teacher **AFTER REPORT CARDS ARE PRINTED.**

   Note: If the students are reassigned <u>prior</u> to the printing of report cards, the students will receive a <u>blank</u> report card.

GATS Access

Teachers leaving in the Middle of a Grading Cycle

1. **DO NOT** remove the teacher's control number or the teacher's name from the Student Region 20 System.
2. Campus Administration decides if the leaving teacher's grades are to be given to the new teacher.
3. The Data Clerk will assign a **New** Teacher Control Number to the New Teacher
4. The Courses, Sections, and Students will be assigned to the new Teacher's Control Number.

Student Transfers

When a student is transferred from one teacher to another, current cycle assignment grades DO NOT transfer with the student. The assignment grades will remain in the previous teacher's gradebook. An option **"Average from previous teacher: Use as "walk-in" Average** will appear in the new teacher's gradebook.

The ONLY grades that will transfer from Teacher to Teacher are End of Cycle Grades.

Recording Failing Grades

The District shall record a 50 in the permanent cumulative record for any average numerical grade that is lower than 50.

STUDENT GRADING

The objective of a student's education is the acquisition of knowledge and skills to achieve a meaningful and productive life. The evaluation of knowledge and skills is traditionally called grading. Grades should accurately represent a student's knowledge of the content or performance of skills after adequate instruction. The purpose of this procedure is to provide a summary of the District's mandatory grading system to the educators in the District. The summary also describes the types of measures to be used, the approximate weight given to each student's academic progress, achievement and placement in accordance with local, state, and federal performance standards. Information regarding editing student grades may be found in Administrative Procedure E29 *Editing Student Grades*.

Inasmuch as all students and parents are entitled to know how the grade will be determined, the principal, at the beginning of the school year, shall explain this grading system to the parents, teachers and students. **ANY** changes to the fixed grading categories (K-12) or grade weighting (6-12) must be approved by the campus administrator and received by the Office of Instructional Technology no later than September 1 of each school year. Any variations or changes made to the procedure shall be communicated to parents and students in a timely manner.

All teachers shall use the electronic grade book to record and maintain student grades in a timely manner.

GRADING CATEGORIES
All students in grades 1 – 12 shall be assessed on the following two **FIXED** categories to determine a student's grades:
1. Assessment Performance Measures which may include, but are not limited to: exams, to include semester exams, recitations, teacher-made tests, quizzes, interim assessments, projects, and other grade-level acceptable assessment measures.
2. Assignment Measures which may include, but are not limited to, projects, journals, labs, projects, classwork, homework, research, class participation and other instructional activities related to the content area.

Any additional grading categories require the following approval by September 1 of each school year:
1. The grade level or department that is requesting any additional categories must complete the *Request to Change Grading Categories or Grade Weighting* [FORM E20-A].
2. Convene a Campus Leadership Team, grade level, or department meeting.
3. Ensure that the decision is reached by CONSENSUS and that ALL affected teachers WILL adhere to the requested change.
4. Maintain minutes/notes at the campus indicating how the decision was reached.
5. The Campus Leadership Team, grade level, or department will submit the *Request to Change Grading Categories or Grade Weighting* [FORM E20-A] to the campus administrator.
6. The campus administrator may approve or deny the request. If approved, the campus administrator submits an electronic form to the Policy, Procedures, and Public Information Office in the Human Resources Department to execute the requested change.
7. The campus administrator and teachers are responsible to inform all parents and students of the grading criteria (category, weight, etc.).

Grades are to be based on curriculum-related criteria and will reflect academic achievement. Students' participation or lack of participation in extra-curricular activities, rehearsals and/or performances beyond the regular school day will not negatively impact students' grades.

WRITTEN COMMUNICATION ASSIGNMENTS

A student may express his or her beliefs about religion in homework, artwork, or other written and oral assignments free from discrimination based on the religious content of the student's submission.

Assessment or assignment work shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the school. A student shall not be penalized or rewarded because of religious content.

Example: If an assignment involves writing a poem, the work of the student who submits a poem in the form of a prayer, such as a psalm, should be graded on the basis of academic standards, including literary quality, and not penalized or rewarded because of its religious content.

GRADE WEIGHTING

Grades Pre-Kindergarten – Kindergarten
There will be NO grade weighting in grades Pre-Kindergarten and Kindergarten.

Grades 1-5
While grade weighting is not required for students in grades 1-5, a campus and/or a grade level may choose to do so. If a campus and/or a grade level selects NOT to weight grades, then all categories will have a weight of a 1 multiple. In order for a campus or grade level to weight the assessment performance and/or assignment performance measure of the students, the following guidelines must be met by September 1 of each school year:

1. Convene a Campus Leadership Team, grade level, or department meeting.
2. The grade level or department that is requesting any weight change must complete the *Request to Change Grading Categories or Grade Weighting* [FORM E20-A].
3. Ensure that the decision is reached by CONSENSUS and that ALL affected teachers WILL adhere to the requested change.
4. Maintain minutes/notes at the campus indicating how the decision was reached.
5. The Campus Leadership Team, grade level, or department will submit the *Request to Change Grading Categories or Grade Weighting* [FORM E20-A] to the campus administrator.
6. The campus administrator may approve or deny the request. If approved, the campus administrator submits an electronic form to the Policies, Procedures, and Public Information Office in the Human Resources Department to execute the requested change.
7. The campus administrator and teachers are responsible to inform all parents and students of the grading criteria (category, weight, etc.).

Grades 6-12
The District grading system is on a 100% scale as weighted below:
    Assessment Performance: FIXED 40%
    Assignment Performance: FIXED 60%

If grades are NOT recorded in a category, the weight of the category will not be applied to the grades, therefore, grades MUST be recorded in the appropriate category.

In grades 6-12, the district-wide **FIXED** Assessment Performance measure shall constitute 40% of the student's nine-week grade. If a campus, grade level or department wishes to **increase** the weight of assessment performance measures, the following guidelines must be met by September 1 of each school year:

1. Convene a Campus Leadership Team, grade level, or department meeting.
2. The campus, grade level, or department that is requesting any assessment performance increase must complete the *Request to Change Grading Categories or Grade Weighting* [FORM E20-A].
3. Ensure that the decision is reached by CONSENSUS and that ALL affected teachers WILL adhere to the requested change.
4. Maintain minutes/notes at the campus indicating how the decision was reached.
5. The Campus Leadership Team, grade level, or department will submit the *Request to Change Grading Categories or Grade Weighting* [FORM E20-A] to the campus administrator.
6. The campus administrator may approve or deny the request. If approved, the campus administrator submits an electronic form to the Policies, Procedures, and Public Information Office to execute the requested change.
7. The campus administrator and teachers are responsible to inform all parents and students of the grading criteria (category, weight, etc.).

The district-wide **FIXED** Assignment Performance measure shall constitute 60% of the student's nine-week grade. If a campus, grade level or department increases the assessment performance weight of a student's grade, the assignment performance weight will **decrease** accordingly. Any grade weighting change requires the following approval by September 1 of each school year:

1. Convene a Campus Leadership Team, grade level, or department meeting.
2. The campus, grade level, or department that is requesting any grade weighting change must complete the *Request to Change Grading Categories or Grade Weighting* [FORM E20-A].
3. Ensure that the decision is reached by CONSENSUS and that ALL affected teachers WILL adhere to the requested change.
4. Maintain minutes/notes at the campus indicating how the decision was reached.
5. The Campus Leadership Team, grade level, or department will submit the *Request to Change Grading Categories or Grade Weighting* [FORM E20-A] to the campus administrator.
6. The campus administrator may approve or deny the request. If approved, the campus administrator submits an electronic form to the Policies, Procedures, and Public Information Office in the Human Resources Department to execute the requested change.
7. The campus administrator and teachers are responsible to inform all parents and students of the grading criteria (category, weight, etc.).

NUMBER OF GRADES
Grades Pre-K – Kindergarten
Teachers in grades Pre-Kindergarten – Kindergarten will follow developmentally appropriate practices to record student progress during the course of a nine-week grading period.

Grades 1-12
The academic grade should accurately reflect the student's knowledge and skill level in the Academic Standard or subject area at the end of the grading period. Teachers in grades 1-12 are to provide the following number of grades during a nine-week grading period.

1. Teachers will record **NO LESS THAN** 15 different grades per grading period per subject area. The 15 grades will be distributed throughout the nine-week grading period with **NO FEWER THAN** 1-2 grades per week per subject area recorded, entered, and posted in the electronic gradebook. The number of grades required for credit attainment lab will vary depending on the length of assignment to the class.
2. In order to provide timely information to parents and other colleagues (UIL eligibility), the appropriate number of numerical grades shall be recorded in the electronic grade book per week as required in item 1 above, so that **by the end of each three week period for the progress report deadline 3-6 grades have been entered per subject area.**

ELEMENTARY FINE ARTS

1. Elementary school non-core specialty teachers in music and art will record no less than 3 grades per grading period with at least one grade posted every 3 weeks.
2. Elementary school courses of art and theatre arts taught by a classroom teacher will record no less than 3 grades per grading period with at least one grade posted every 3 weeks.

ELEMENTARY SPECIAL EDUCATION

There are three possible scenarios for assigning grades to Special Education students:

1. General education teachers give 100% of the grade. The student is in a regular classroom where the general education teacher gives 100% of the grade. The teacher MUST record student accommodations/modifications as identified in the student's ARD/IEP document.
2. Special education teacher gives 100% of the grade. The student is assigned to the special education teacher. This teacher is the teacher of record for one or more sections. The teacher will give 100% of the grade for each assigned section. The special education teacher MUST record student accommodations/modifications as identified in the student's ARD/IEP document.
3. The general education teacher is the teacher of record, but the student is assigned to a special education teacher who provides support and/or special services as outlined in the student's ARD/IEP (math services, language arts services, reading services). In this case, the student is assigned to BOTH the general education teacher and the special education teacher. Both teachers will be able to use the gradebook to post grades. However, the grades maintained by the special education teacher will NOT print on the official progress reports or report cards. The special education teacher will also not be able to post attendance. Therefore, the two teachers must come to an agreement on the grade and/or points earned by a student.

MAKE-UP WORK

Grades Pre-Kindergarten – 12

Students' are allowed to make-up work after an absence, whether the absence is excused or unexcused within the following time frame:

1. A student is allowed two instructional days for each day missed with a maximum of six (6) days during which make-up work may be completed or to schedule a make-up assessment.
2. An extension of time may be granted for a prolonged absence, if, in the opinion of the student's teacher(s) and with the approval of the principal, an individual student's request or case warrants an extension.

PROGRESS REPORTS

Grades Pre-Kindergarten – Kindergarten

- Reports of student's progress in Pre-Kindergarten and Kindergarten are not mandatory every three weeks. They may be utilized in the case that a student's performance is consistently unsatisfactory with Pre-Kindergarten TEA Guidelines or Kindergarten TEKS.
- Reports of student's progress in grades 1 – 12 are to be provided every three weeks. Specifically, all students should receive a progress report at the 3rd and 6th weeks within a nine-week grading period.
- In a subject area in which numerical grades are awarded, a numerical progress report must be provided.
- **NOTE**: In accordance with state law, students who have failing grades or are in danger of failing in any subject area must receive a progress report.

PRE-KINDERGARTEN / KINDERGARTEN REPORT CARDS

Pre-Kindergarten and Kindergarten Report Cards will be completed every nine weeks. Required Parent Conferences are held every 1st and 3rd nine-week grading period in conjunction with the completed report card.

Pre-Kindergarten and Kindergarten teachers will be responsible for entering the Music and PE/Health grades into Gradespeed. If students are receiving those services during their school day a collaborative process will continue between the Music teachers and PE teachers to derive student grades.

GRADING SCALE

Grade Pre-Kindergarten (3- and 4-year olds) and Kindergarten

The following grading scaled will be utilized in the Early Childhood and Kindergarten program:

S = Satisfactory
P = Progressing
R = Reinforcement Needed
If no mark has been given, the skill has not yet been evaluated.

Grades 1 – 12

The following grading scale will be utilized for recording students' grades in grades 1 – 12:

90 – 100 = A
80 – 89 = B
75 – 79 = C
70 – 74 = D
69 or below = Failing

Grades 1 – 5

The following grading scale will be utilized in physical education/health and fine arts in grades 1 – 5:

95 = E (Excellent)
85 = S (Satisfactory)
75 = N (Needs Improvement)
65 = U (Unsatisfactory)

COLLEGE COURSE CONVERSION

For students who are enrolled in a college course that awards alpha grades, the school shall interpret the college grade using the conversion chart below.

A = 95
B = 85
C = 75
D = 72
F = 65

UIL ELIGIBILITY

Start of School Year:

In order for students to be eligible at the start of the school year credits earned are utilized as follows:

a. Promoted to 9th grade;
b. 5 credits earned for a student entering their second year in high school;
c. 10 credits earned for a student entering their third year in high school;
d. 15 credits earned for a student entering their fourth year in high school; or,
e. A student has earned 5 credits in the last twelve months.

First Six Weeks:
- A student may lose their eligibility if they have failing grades at the end of the first six weeks of the school year.
- A student may earn eligibility, if they did not have enough credits at the start of the school year, but are currently passing all enrolled courses.

End of Nine Weeks:
- A student who is passing all courses at the end of the nine weeks is eligible for the entire subsequent nine weeks. This cycle continues for the remaining grading periods after the first nine weeks.
- If a student loses their eligibility for failing grades at the end of the nine weeks, they may regain eligibility with grade checks at the third week progress or at the six week progress report. This cycle continues for the subsequent grading periods after the first nine weeks.

UIL Exceptions:
All Pre-AP and AP courses are exempt for eligibility purposes.

School Breaks:
When a student is enrolled and the district has a break one week or longer, all students are eligible for UIL purposes during the break.

STANDARDS FOR MASTERY
Mastery shall be determined as follows:
1. Student(s) may express his or her beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of the student's submission. Homework and class work shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the school. A student shall not be penalized or rewarded because of religious content.
   Example: If a teacher's assignment involves writing a poem, the work of a student who submits a poem in the form of a prayer (such as a psalm) should be judged on the basis of academic standards, including literary quality, and not penalized or rewarded because of religious content.
2. Course assignments and evaluations (assessments) shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
3. Mastery of the skills necessary for success at the next level shall be validated by assessment that may either be incorporated into units, nine-week, and final exams, or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

PROMOTION AND RETENTION STANDARDS
GRADES 1-8

In grades 1-8 promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

Two of the three areas in which a grade of 70 or above must be earned are language arts and mathematics.

GRADES 9-12
Mastery of at least 70 percent of the objectives on District-approved tests shall be required. Grade-level advancement for students in grades 9-12 shall be earned by course credits. Changes in grade-level classification shall be made according to administrative procedures.

STUDENT SUCCESS INITIATIVE

In addition to local standards for mastery and promotion, students in grades 5, and 8 must meet the passing standard established by the State Board on an applicable assessment instrument in the subjects required under state law in order to be promoted to the next grade level.

ATTACHMENTS: FORM E20-A: *Request to Change Grading Categories or Grade Weighting*

See these INDEX references for related procedures: make up work, homework, credit during disciplinary process, editing student grades

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References: Board Policy EI (LEGAL); EI (LOCAL); EIA (LEGAL); EIA (LOCAL); EIAB (LOCAL); FNA (LOCAL)

Questions regarding this procedure should be addressed to the Policies, Procedures and Public Information Office in the Human Resources Department, 141 Lavaca, San Antonio, TX 78210/ (210) 299-5504.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

REQUEST TO CHANGE GRADING CATEGORIES OR GRADE WEIGHTING

If a campus, grade level or department wants to change the student grading categories or the weight of student grades, the following guidelines must be met by September 1 of each school year:

1. Convene a Campus Leadership Team, grade level, or department meeting.
2. The campus, grade level, or department that is requesting any grading category or student grade weighting change must complete the *Request to Change Grading Categories or Grade Weighting* [FORM E20-A].
3. Ensure that the decision is reached by CONSENSUS and that ALL affected teachers WILL adhere to the requested change.
4. Maintain minutes/notes at the campus indicating how the decision was derived.
5. The Campus Leadership Team, grade level, or department will submit the *Request to Change Grading Categories or Grade Weighting* [FORM E20-A] to the campus administrator.
6. The campus administrator may approve or deny the request. If approved, the campus administrator submits the form to the Office of Instructional Technology to execute the requested change.
7. The campus administrator and teachers are responsible to inform all parents and students of the grading criteria (category, weight, etc.).

Campus Name:	Date:	
Grade Level/Content Area Requesting Change:		# of Teachers in Grade Level/Content Area:
List the full names of Teachers requesting the change:		
1.	6.	
2.	7.	
3.	8.	
4.	9.	
5.	10.	

Request to Change Student Grading Weights

Name of Category	Weight Requested
Assessment (FIXED category)	
Assignment (FIXED category)	

Request to ADD Student Grading Categories and Category Weight
The Assessment and Assignment Categories are FIXED categories, please list any additional categories below.

TOTAL WEIGHT =	100

Required Signature of each Teacher attesting to the use of the requested categories and weights listed above:	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

☐ Approved   ☐ Denied   If denied, rationale:

Campus Administrator
Signature: _____   Date: _____

The original with signatures must be retained on campus for a five-year retention period. Complete and submit an electronic version to the Policies, Procedures, and Public Information Office in the Human Resources Department, via fax at 299-5588 or email on or before September 1, for changes to be executed.

July 2008   FORM E20-A

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
Administrative Procedures

EDITING STUDENT GRADES

This procedure provides guidelines on two issues in regards to editing student grades. The first section of the procedure provides information on how to change a student grade during the current school year. The remaining portion of the procedure speaks to editing student grades in a previous school year.

EDITING CURRENT STUDENT GRADES

A grading period/cycle, currently in nine week intervals, issued by the teacher of record may be changed or adjusted by the teacher of record during the current school year. The editing or correcting of a student's grade requires the teacher of record to complete the *Request to Change Grading Period/Cycle Grade After Grades Have Been Verified and Posted* [FORM E-29A]. This form must be completed in full with a notation regarding the reason for change by the teacher of record. Once the form has been completed the campus principal/designee approves the grade change. Upon campus principal/designee approval the form is submitted to the campus data clerk to enter the grade change request. All forms must be retained in a file. In addition, the electronic gradebook must be updated by the teacher of record to reflect the revised grade for the grading period/cycle.

EDITING PREVIOUS YEARS' GRADES:

A course grade issued by the classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with the campus grading policy, as determined by the board of trustees. Final course grades are issued after June 1st of each school year. The editing or correcting of a student's Accumulated Academic Record must be completed by the 4th, 5th, 6th, or 7th semester of any given student. In order to edit or correct an Accumulated Academic Record, the *Request to Change Grade of Academic Achievement Record* [FORM E29-B] must be completed by the teacher of record and the campus principal. The original approval must be maintained in a permanent folder by the campus principal.

Attachments: E29-A: *Request to Change Cycle/Period Grade*
E29-B: *Request to Change Grade of Academic Achievement Record*

See these INDEX references for related procedures: Student grading

References: EIA (LEGAL); EIA (LOCAL); EIE (LEGAL); EIE (LOCAL)

Questions regarding this procedure should be addressed to the Instructional Technology Services, 406 Barrera Street, San Antonio, Texas, 78210/ (210) 527-1400 or PEIMS & Data Services, 1702 N. Alamo St., San Antonio, TX 78215/(210) 475-0016

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

REQUEST TO CHANGE CYCLE/PERIOD GRADE

Type all information except where signature is required

School: _____   Date: _____

Teacher Name: _____   Control Number: _____

Student: _____
First name   Middle   Last name

ID Number: _____   Grade: _____

Course Name: _____   Course Number: _____

Grading Period Change: *(circle)*	**Semester Grade** Change: *(circle)*
1st 2nd 3rd 4th	Semester 1 Semester 2
Change grade from: to	Change grade from: to

Check reason for grade change: ☐ Error   ☐ Work Completed   ☐ Grading Completed   ☐ Blank Grade

Explain below any other reason for grade change:

_____

_____

_____

_____

_____

Required Signature of Teacher: _____   Date Submitted to Administrator: _____

Required Signature of
Administrator Approval: _____   Date Submitted to Data Clerk: _____

Required Signature of Data
Clerk: _____   Date of Data Entry by Data Clerk: _____

Data clerk will retain this form on file in the data clerk office for five years.

Registrar's Name: _____

October 2006   FORM E29-A

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

REQUEST TO CHANGE GRADE OF
ACADEMIC ACHIEVEMENT RECORD (AAR)

Type all information except where signature is required:

High School: _____   Date: _____

Student: _____

                First Name   *Middle*   *Last Name*

DOB: _____   SSN: _____   Graduation Date: _____

Current Year: _____   New Grade: _____   ☐ Semester 1   ☐ Semester 2

Course Title: _____

Course # and Section: _____

Change in Credit: _____   ☐ Semester 1   ☐ Semester 2

☐ Final Grade Average: _____

Prior Year: _____   Course Title: _____   New Grade: _____

Change in Credit: _____   ☐ Semester 1   ☐ Semester 2

☐ Final Grade Average: _____

Reason for Grade Change: _____
_____
_____
_____
_____
_____
_____
_____

Name of Teacher of Record: _____   Date: _____

Registrar's Office Use Only:

Registrar's Name: _____   Date of Change: _____

Signature of Teacher of Record: _____

Signature of Principal: _____   Principal Approval: ☐ Yes   ☐ No

Original: Campus Permanent File
Copy: Appropriate Associate Area Superintendent

October 2006   FORM E29-B