

GRADING NOTES for Semester 1 End 2017/2018

- Please complete any grading you can each day of finals as students finish their exams. December 13, 14th and 15th
- All grades are due by **1 p.m. on Friday, December 15th**.
- You will need to submit 3 grades - a **Quarter 2** grade, a **Semester 1 exam** grade and a **Semester 1** grade. Please do not forget Teacher Aide and any Independent Study students. Teacher Aide grades are **ONLY** P (Pass) or F (Fail).
- The only grades to be used are A, B, C, D, F, CR or NC. Incomplete (IN) can **only** be used if the student truly needs extra time to finish the class **within 2 weeks of returning in 2nd semester**.
- If a student misses your final exam: Excused = **I**, Unexcused = 0% **F**
- If you have been experiencing trouble with your grade book, please consult your Grade Book trainer Chelsea Lohr prior to the final grading rush.
- **Grade verifications** will be printed by 2 p.m. on December 15th.
- If you need to make any changes as a result of verification, please do this on your own computer and then return for another copy of your grade verification no later than 2:30 p.m. on December 15th.
- You **MUST SIGN OUT** with Data Clerk Jennifer Milius (located in Room 08 in counseling) before you leave and **no later than 3 p.m.**