



Storing Grades for High School Seniors

Purpose: Administration – At the end of the year many high schools want to accumulate grading information for their seniors a week or so before the rest of the school so they have that information for their graduation ceremonies. Although there are many different processes that could accomplish this task it is our feeling that this is the most basic with the least chance in compounding mistakes.

If your school determines it needs grades for your seniors before the school year is done for report cards and transcripts you should follow these procedures.

Before the end of the year

1. Store grades for your end of year terms. That could be S2, Q4, T3 or what ever your end of year store process includes. This is your normal store process which will store grades for all of your students, regardless of grade level. Refer to store grades documentation for this process
2. Notify your teacher of the following:
 - a. Senior grades were stored into history on __ (date) ____.
 - b. Any grades for students that are **seniors** are permanent grades. Any changes to those grades must be made in writing to the office using the attached **“Change Grade”** form.
 - c. If you change a grade for a **Senior**, you must change the assignments in your grade book to reflect any grade changes.
 - d. You **MUST exempt Seniors** from any assignments you make to your gradebook that you have with a due date shown above or later (otherwise the seniors’ grades could be affected by a new assignment).
3. Office will change historical grades for any student that the teacher has submitted the “Change Grade” form. It is suggest the school maintain copies of these forms for future reference.
4. Report Cards, GPA, Honor Roll, Transcripts, etc. can now be run for seniors
 - a. Run Honor Roll for Seniors only at this time (choose your seniors, then run Calculate Honor Roll from system menu choosing only the selected seniors).



At the end of the school year for all your students, you will need to do the following:

1. Store all grades as part of your normal Store Grades Process
 - a. This will in copy over and replace the grades you stored in the above process.

You do need to understand some ramifications of this second store process.

- Any changes a teacher made in their gradebook to a grade since the first storing process will now be the current stored grade in history. If a teacher provide you with a Grade Change form for a senior and you used that to change historical grades and they changed their grade book (as they were instructed to do) you should not have to go back into historical grades and re-enter those changed grades. Their gradebook should do that automatically. You might want to review any "Change Grades" forms just to make sure the teacher did change the grades as expected.
- If a student dropped a class after the grades were stored before (senior storing event), those grades will still be shown in that student's historical grades. If that grade and course should not be in history you should delete it otherwise it will show on transcripts, etc.
- After you have stored your grades again you will want to run your honor roll for everybody except your seniors. Note that any grade changes made after the original senior honor roll was run will not be changed here.

To run Honor Roll for everyone except your seniors:

1. From start page enter in the search grade_level<12

Search Students



[View Field List](#) [How to Search](#)

2. System>Calculate Honor Roll
3. Select the selected students (non seniors)

Which Students

The selected 925 students

All 1120 currently enrolled students

Store code for 2008-2009 School Year

Honor Roll method ▼

4. Select appropriate Store Code and Honor Roll Method
5. Click Submit