

# HIGH SCHOOL GRADE REPORT INSTRUCTIONS

## (BY QUARTER)

### QUARTER 1

- 1) Fill in the current school year, your student's FULL name, grade level, the current quarter and the number of days of quality instruction.
- 2) Read the instructions (Steps 1-6) on page 1 of the grade report before you begin. Click here to watch the "[How To](#)" video
- 3) Fill in the titles of the courses being taken this school year.
- 4) Fill in the grades for the courses at the time of the grade report submission under the correct quarter (please provide a letter grade and a percent). Remember IP is ONLY for 1 semester concurrent college courses and ALL high school courses receive a .5 (half) or 1 (whole) credit towards your high school graduation requirements.
- 5) Concurrent college courses only count for 1 credit towards your high school graduation requirements. The credits listed in your colleges course catalog will only apply once you enroll in college after graduation and are at the discretion of the selected college to accept. Please meet with a counselor to determine which courses can be applied to your selected major.
- 6) Record any comment & read the notices and parent/guardian's acknowledgement on page 2 of the grade report.
- 7) Sign and date the 1st quarter grade report.
- 8) **SAVING YOUR FILE:** Save the file name as Last Name, First Name\_Grade Level\_Quarter Number Year (e.g.: **Smith, John\_Eleventh Grade\_1<sup>st</sup> Quarter 2023-2024**) and upload it to the [Grade Report Submission form](#).

### QUARTER 2

- 1) Fill in the grades for the courses at the time of the grade report submission under the 2nd quarter.
- 2) **Traditional courses:** Add the 1st quarter + 2nd quarter percentages and divide by 2 to calculate your 1st semester final grade. Record the .5 (High School courses) in the 1st semester credit column.
- 3) **Concurrent college courses:** Record an IP for the 1st quarter and a letter grade for the 2nd quarter. The number of credit (1) and same letter grade from the 1st semester final should be recorded in final grade and final credits column once you receive our grade from your college.
- 4) Record the .5 (High School courses) or 1 (Concurrent College courses) in the 1st semester credit column. Concurrent college courses only count for 1 credit towards your high school graduation requirements. The credits listed in your colleges course catalog will only apply once you enroll in college after graduation and are at the discretion of the selected college to accept. Please meet with a counselor to determine which courses can be applied to your selected major.
- 5) Review the notices and parent/guardian's acknowledgement on page 2 of the grade report.
- 6) Sign and date the 2nd quarter grade report.
- 7) **SAVING YOUR FILE:** Save the file name as Last Name, First Name\_Grade Level\_Quarter Number Year (e.g.: **Smith, John\_Eleventh Grade\_2nd Quarter 2023-2024**) and upload it to the [Grade Report Submission form](#).

CLICK HERE for [Grade Report Submission Instructions](#)

Sample Grade Report on Pages 3-4

# HIGH SCHOOL GRADE REPORT INSTRUCTIONS

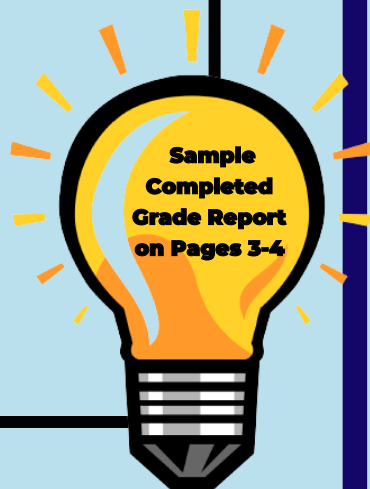
## (BY QUARTER)

### QUARTER 3

### QUARTER 4

- 1) Fill in the grades for the courses at the time of the grade report submission under the correct quarter (please provide a letter grade and a percent). Remember IP is ONLY for 1 semester concurrent college courses and ALL high school courses receive a .5 (half) or 1 (whole) credit towards your high school graduation requirements.
- 2) Read the notices and parent/guardian's acknowledgement on page 2 of the grade report.
- 3) Sign and Date the 3rd quarter grade report.
- 4) **SAVING YOUR FILE:** Save the file name as Last Name, First Name\_Grade Level\_Quarter Number Year. (e.g.: **Smith, John\_Eleventh Grade\_3rd Quarter 2023-2024**) and upload it to the [Grade Report Submission](#) form.

**Important Reminder:** Please add on each consecutive quarter to your grade report (e.g. 1st QTR should only have 1st quarter's grades. 2nd QTR should show BOTH 1st and 2nd QTR (semester finals for HIGH SCHOOL ONLY). 3rd QTR should show 1st, 2nd, & 3rd QTR. 4th QTR should have ALL FOUR QUARTERS filled in with totals (- Semester Finals & Credits are for HIGH SCHOOL ONLY).



- 1) Traditional courses: Fill in the grades for the courses at the time of the grade report submission under the 4th quarter. Add the 3rd quarter + 4th quarter percentages and divide by 2 to calculate your 2nd semester final grade for that course. Record a.5 (High School courses) in the 2nd semester credit column.
- 2) Calculate the final credits column by adding the 1st semester+ 2nd semester credits for that course (.5 + .5 = 1.0 credits). Calculate final grade by adding the 1st semester+ 2nd semester final grade percentages and dividing them by 2 (example  $93 + 93/2 = A(93)$ ).
- 3) Concurrent college courses: record an IP for the 3rd quarter and a letter grade for the 4th quarter. The number of credit (1) and same letter grade from the 2nd semester final should be recorded in final grade and final credits column.
- 4) Review the notices and parent/guardian's acknowledgement on page 2 of the grade report. Fill in the accumulative days present (add Q1-Q4) and if your student fulfilled all the requirements necessary to be promoted. If the requirements are met please select "Yes".
- 5) Sign and date the 4th quarter grade report.
- 6) **SAVING YOUR FILE:** Save the file name as Last Name, First Name\_Grade Level\_Quarter Number Year. (e.g.: **Smith, John\_Eleventh Grade\_4th Quarter Year**) and upload it to the [Grade Report Submission](#) form.

# HIGH SCHOOL GRADE REPORT COMPLETION

## SAMPLE PAGE 1



### High School Grade Report SAMPLE

**Student Name:** John Smith      for 2023-2024 School Year

**Grade Level:** Eleventh Concurrent Enrollment

**Quarter:**     1     2     3     4    (Mark one)

**Days Present:** Q1 <sup>45</sup>    Q2 <sup>50</sup>    Q3 <sup>45</sup>    Q4 <sup>53</sup>

Instructions	10-Point Grading Scale										
1) Watch the High School Grade Report “How To” video. 2) Fill out each quarter of the form as detailed in the video. 3) Read the Notices & Parent/Guardian Acknowledgement on page 2. 4) Sign and date the grade report EACH quarter. <b>4a) Instructions for 4<sup>th</sup> Quarter ONLY:</b> Fill in the accumulative days present (calculated when you add together Q1-Q4) and if your student was promoted on page 2. 5) Click the “Grade Report Submission” form and attach and submit your COMPLETED document. 6) Repeat steps 1-5 each quarter.  IP = [course] in progress -- = course was only one semester	A = 90-100	B = 80-89	C = 70-79	D = 60-69	F = 0-59						
Course Title	1st Quarter	2nd Quarter	1st Semester Final	Credits Earned	3rd Quarter	4th Quarter	2nd Semester Final	Credits Earned	Final Grade	Total Credits	
Complete Course Name (if concurrently enrolled, include the course name and number as it appears in the course catalog or on your syllabus. Community college courses do not require a percentage).	Letter & Percentage	Letter & Percentage	Letter & Percentage	(50 or 1)	Letter & Percentage	Letter & Percentage	Letter & Percentage	(50 or 1)	Letter & Percentage	(50 or 1)	
BIO-1010 General Biology	IP	A	A	1	--	--	--	--	A	1	
ECN-1010 Economic Development	IP	C	C	1	--	--	--	--	C	1	
Photography	A (96)	A (90)	A (93)	.5	A (96)	A (90)	A (93)	.5	A (93)	1	
British Literature	B (88)	A (90)	B (89)	.5	B (88)	A (90)	B (89)	.5	B (89)	1	
Algebra 2	A (98)	A (100)	A (99)	.5	A (98)	A (100)	A (99)	.5	A (99)	1	
CHN-1010 Elementary Chinese	--	--	--	--	IP	A	A	1	A	1	
PHL-1010 Introduction to Philosophy: The Art of Questioning	--	--	--	--	IP	A	A	1	A	1	
<b>Comment: (You may record any additional information here)</b>											

- QTR 1** Courses taken at PGCC and with Online tutor at home \_\_\_\_\_
- QTR 2** Courses taken at PGCC and with Online tutor at home \_\_\_\_\_
- QTR 3** Courses taken at PGCC and with Online tutor at home \_\_\_\_\_
- QTR 4** Courses taken at PGCC and with Online tutor at home \_\_\_\_\_

**Additional Comments:**

# HIGH SCHOOL GRADE REPORT COMPLETION

## SAMPLE PAGE 2



### NOTICES:

Along with quarterly grade reports, the SHABACH! Christian Academy Homeschool Oversight Requirements, mandates that you complete 3 yearly reviews of your homeschool curriculum and instruction. Please be aware that not completing your mandatory reviews places you on probation, following which the Board of Education will receive documentation that you have not fulfilled the Oversight Program administrative requirements. This could result in your student being listed as truant and terminated from our program. Please refer to [COMAR 13A.10.01.01 and .05](#) for more information (excerpt listed below).

#### **Code of Maryland Regulations (COMAR) 13A.10.01. - .01 Home Instruction Program.**

##### **C. Instruction Program.**

- (1) The home instruction program shall: (a) Provide regular, thorough instruction in the studies usually taught in the public schools to children of the same age; (b) Include instruction in English, mathematics, science, social studies, art, music, health, and physical education; and (c) Take place on a regular basis during the school year and be of sufficient duration to implement the instruction program.
- (2) The home instruction program may include enrollment on a part-time or full-time basis in courses offered by accredited or unaccredited colleges.

##### **D. Educational Materials.**

- (1) A parent or guardian who chooses to provide a home instruction program for his or her child shall maintain a portfolio of materials which: (a) Demonstrates the parent or guardian is providing regular, thorough instruction during the school year in the areas specified in §C(1); (b) Includes relevant materials, such as instructional materials, reading materials, and examples of the child's writings, worksheets, workbooks, creative materials, and tests; and (c) Shall be reviewed by the local superintendent or the superintendent's designee at the conclusion of each semester of the local school system at such times as are mutually agreeable to the local superintendent or designee and the parent or guardian.

I/we, have read and understand the notices above.

##### **Parent/Guardian Acknowledgement**

I/we, the undersigned, pledge that the information given on this application is true and accurate to the best of my/ our knowledge.

Accumulative Day Present: 193 (fourth quarter ONLY) Promoted: Yes  No  (fourth quarter ONLY)

Parent/Guardian's Signature: Jane Smith

Date: 06/20/2024

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