



# **ASCENDER Grade Reporting - Run Grade Averaging and Class Ranking and Print AARs**



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# ASCENDER Grade Reporting - Run Grade Averaging & Class Ranking and Print AARs (Academic Achievement Record)

The grade averaging and class ranking process determines a student's cumulative grade average and rank, which also determines the valedictorian and the salutatorian for the campus, as well as the students graduating in the top 10% of the class.

Because TEA provides no specific guidelines for class ranking, the process can vary greatly between districts. The district's GPA policy should be outlined in the student handbook or a similar publication. **Campuses should review the local policy to determine how and when the computation should be run** (i.e. Valedictorian and Salutatorian, Highest-Ranking Graduate/Honor Graduate Certificate).

Most high school campuses run the Grade Averaging and Class Ranking utility at the following times:

- At midterm for semester 1 (including seniors)
- During the 2nd semester for early computation (see the **Early Computation** explanations below)
- At the end of the school year for semesters 1 and 2 (excluding seniors).

The [ASCENDER Grade Reporting - Recalculate Historical Grade Averages](#) guide covers the process of recalculating historical grade averages.

**IMPORTANT:** Before running Annual Student Data Rollover (ASDR), it is highly recommended that all grade averaging and class ranking calculations be run for the current school year. Do not forget to run the utility at the end of the final semester for grade levels 9-11. **Be sure to review local policy to determine if 12th graders should be run at the end of the second semester/end of school year.**

## Prerequisites

- This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the [ASCENDER Student Overview guide](#).
- Review district and campus policy to ensure that setup and procedures adhere to guidelines.
- Complete the end-of-semester process to ensure that all cycle, exam, semester grades have been verified. Note: Not completed for early computation/end of 5th six weeks.

## I. Before You Begin

- [Set campus-level grade reporting options.](#)

Before proceeding, ensure that campus options are set correctly for the current school year.

[Grade Reporting > Maintenance > Tables > Campus Control Options > Ranges & Conversions](#)

- Enter the following:

<b>Highest Cycle Grade Allowed</b>	Type the highest cycle grade allowed. <b>If a grade can be higher than 100, this field must reflect that.</b>
<b>Lowest Cycle Grade Allowed</b>	This field <b>must be set to 000</b> as mandated by the state, per <a href="#">Texas Education Code 28.0216</a> .

- Click **Save**.

[Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#)

PARAMETERS   RANGES & CONVERSIONS   COMPUTATION   **H ROLL & GR AVG**   PRINT OPTIONS   POSTING

**Honor Roll Information**

Exclude Citizenship Grade:

Honor Roll Class Load:

Honor Roll Cutoff Levels:

Grade Point H/R Exclude Message Print Option:

**Grade Averaging Information**

Grds Used for Grade Avg:    Nbr of Decimal Points:

Low Grade For Average:    Incl Wdrawn Stu in Avg:

College 4pt Scale:    Incl Wdrawn Stu in Rank:

Incl Wd Crs in Rank:

Below **Grade Averaging Information**, set the fields according to the district and campus policy:

<p><b>Grds Used for Grade Avg</b></p>	<p>Type the code indicating how grade average and class rank are calculated:</p> <p>C - By averaging all cycle grades                  F - By using final grade entered by user                  S - By averaging semester grades (most common for high school campuses)</p> <p><b>NOTE:</b> This setting of this field affects the grade number used in assigning the point scale entered on <a href="#">Ranges &amp; Conversions</a>. This will, in turn, affect college 4.0 scale grades.</p>
<p><b>Low Grade For Average</b></p>	<p>Type the lowest numeric grade that is considered during grade averaging.</p> <p>This is the lowest grade a student can receive to be used in the grade average calculations. If a student’s grade is lower than this grade, the <a href="#">Grade Averaging and Class Ranking utility</a> will use the grade in this field as the student’s grade. For example, if this field is set to 50, and the student receives a grade of 45, the utility will use 50 for the student’s grade.</p> <p>Most campuses set this field to 50 or 00.</p>

Under **College 4pt Scale**:

In the **College 4pt Scale** field, indicate if you want to compute 4-point grade averaging information when the [Grade Averaging and Class Ranking utility](#) is run.

You can select to calculate with/without zero-weighted courses, or to not compute 4-point grade averaging information. This is often referred to as the College Grade Point Average. If used, the student’s grades are converted according to the [Ranges and Conversions tab](#).

This is an additional method for calculating grade average, and it will not match other grade point averaging methods.

Most high school campuses use the 4-point scale.

Some colleges require grades that do not include zero-weighted courses.

**NOTE:**

If you select *0 - Don't compute*, a student's existing 4-point average will not be overwritten.

If you select *2 - Compute & incl 0 wgt crs*, zero-weight courses are treated as if the weight is 1. For example, if you have three course records with weight 1, and you have one course with weight 0, the program adds the four scores and divides by 4.

**4-point Scale Example:**

The Ranges and Conversions tab values are set as follows:

The following points are awarded:

Grade Ranges	Points Awarded
A: 100 - 090	4.0
B: 089 - 080	3.0
C: 079 - 075	2.0
D: 074 - 070	1.0
F: 069 - 000	0.0

These are sample grade conversions for a student's un-weighted 4-point average using semester 1 grades:

Semester 1 Grades	Points Awarded
92	4.0
89	3.0
77	2.0
74	1.0
65	0.0
95	4.0
80	3.0
<b># Courses = 7</b>	<b>Total Points = 17</b>

The student's un-weighted 4-point average is calculated as follows:

$$\text{Total Grade Points} / \text{Number of Courses} = 17/7 = 2.4$$

Four-point average is calculated according to the **College 4pt Scale** field on [Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#). The 4-point average may be calculated with or without weighting. Points are assigned according to the values for the **Grade Conversion Information A, B, C, D, and F** fields on [Maintenance > Tables > Campus Control Options > Ranges & Conversions](#).

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point (if using Ds)
- F = 0 points

**Low grade for average:**

If a student’s grade is lower than the **Low Grade for Average** value on [Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#), the **Low Grade for Average** value is used in place of the student’s grade.

**If final grades are used for grade average:**

A partial record is used if the following conditions occur:

- The student is enrolled in part of a course, and no other section exists that would make the course complete.
- The course allows partial credit.
- A final grade exists.

If a student is enrolled in part of a course, and there is another section that would make the course complete, the final from the other section is used.

If a student is enrolled in the complete course, but in two sections, both records are used.

<b>Nbr of Decimal Points</b>	Type the number of places to the right of the decimal point to which grade averages are computed (0-5).  Many campuses set this field to 5.
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<b>Incl Wdrawn Stu in Avg</b>	Select if you want to compute grade averages for students who withdrew after the first cycle.  Normally, withdrawn students are <i>not</i> included.
<b>Incl Wdrawn Stu in Rank</b>	Select if you want to include withdrawn students in class rank.  Normally, withdrawn students are <i>not</i> included in the rank.
<b>Incl Wd Crs in Rank</b>	Indicate how withdrawn courses should be handled with grade average for class rank.  A - Include withdrawn courses in calculations. G - Include withdrawn courses if there is a grade for the course. N - Do not include withdrawn courses. (most common option)  <b>NOTE:</b> Withdrawn self-paced courses with a semester grade are included, regardless of this field, if they are eligible courses.

**NOTE:** These options also affect how college 4.0 scale grades are calculated.

Click **Save**.

- [Set up and verify grade averaging tables.](#)

Ensure that grade averaging (GA) tables are set up correctly.

- [Set up Course Type \(GA Table\).](#)

[Grade Reporting](#) > [Maintenance](#) > [Tables](#) > [Course Type](#)

This page allows you to set up district-wide descriptions for numeric and grade point course types using codes 0-9 and A-Z, such as Regular, Advanced Placement (AP), Pre-AP, Dual Credit, etc. This can also be used at middle schools for Credit Level H.

**COURSE TYPE**

Code	Description
0	USER DEFINED
1	USER DEFINED
2	USER DEFINED
3	USER DEFINED
4	USER DEFINED
5	AD ENG/READ/MATH
6	USER DEFINED
7	USER DEFINED
8	AD ALGEBRA/GEOMETRY
9	
A	
B	

<b>Code</b>	Codes 0-9 and A-Z are displayed and cannot be changed.
<b>Description</b>	<p>The default for each code is <i>User Defined</i>. Type over <i>User Defined</i> with a new description as needed, up to 40 characters.</p> <p>Examples of common code descriptions:</p> <p>2 - Dual credit                  H - Honors                  J - High school credit course taken in middle school                  P - AP                  Q - Pre-AP                  R - Regular</p>

Click **Save**.

- Set up numeric grade averaging.

Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Num Grade Avg Operator/Value

Any codes set up in the Course Type table must be entered in the Numeric Grade Average Operator/Value table if any courses in the district master schedule use that course type (i.e., the **GA Table** field on [Maintenance > Master Schedule > District Schedule](#) is set to the code). The Numeric Grade Average Operator/Value table specifies adjustments (i.e., weights) that will be applied to the student's grade according to the grade average type code used for the course.

Save

NUM GRADE AVG OPERATOR/VALUE
GRADE AVERAGING TABLE
HONOR ROLL TABLE
RPT CARD COMMENTS
RPT CA

Delete	Type Code	Operator	Value	Low Grade	High Grade
🗑️	D Dual Credit/AP	+ ADD OPERATOR	10	000	100
🗑️	H Honors	+ ADD OPERATOR	5	000	100
🗑️	P Pre-AP	+ ADD OPERATOR	5	000	100
🗑️	R Regular	+ ADD OPERATOR	0	000	100

Rows: 4
➔ Add

Existing data is displayed.

- The list can be re-sorted.

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending ▲ or descending ▼ order.

- ☐ Click **+Add** to add grade conversion data.

A blank row is added to the grid.

<b>Type</b>	Select the code for the type of courses to which the table applies. The codes are established on <a href="#">Maintenance &gt; Tables &gt; Course Type</a> .
<b>Operator</b>	Select the mathematical operation to be applied to the grades in the grade range for the course type. <b>NOTE:</b> Per the Office of Civil Rights (Letter to Runkel, 1996), special ed courses cannot be discounted in grade averaging.  Per the Letter to Runkel, "...It is permissible for school districts to set eligibility criteria for class ranking of honors, provided it does not "arbitrarily discount" or "exclude grades" received by students with disabilities with the assistance of special education services..."  The letter also states that a "school district will have the responsibility to justify the various weights assigned, if challenged."
<b>Value</b>	Type the number by which the grades are to be adjusted according the selected operator.
<b>Low Grade</b>	Type the lowest grade for which the adjustment should be performed.
<b>High Grade</b>	Type the highest grade for which this adjustment should be performed. This field must match the <b>Highest Cycle Grade Allowed</b> field on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; Ranges &amp; Conversions</a> .

**NOTE:** If a gap exists between grades, and a student has a cycle grade that falls in the gap, the student's grade is calculated at face value. No points are added or subtracted.

#### Examples:

Course Type	Operator	Value	Grade	Calculation	Weighted Grade
Dual Credit	%+ - PERCENT PLUS OPERATOR	10	85	$85 \times .10 = 8.5$ $85 + 8.5$	= 93.5
Modified Coursework	%- - PERCENT MINUS OPERATOR	5	85	$85 \times .05 = 4.25$ $85 - 4.25$	= 80.75

The operator's calculation may produce a decimal place in the weighted grade which is not rounded up or down. The decimal place is used in calculating the student's current year grade point average.

**NOTE:** If no weight will be applied to a course (such as a Regular), the **Operator** must be set to + *ADD OPERATOR*, and **Value** must be 0. These settings will include the course in grade averaging and use the student's grade at face value.

### Different Weights for Different Grades:

The Numeric Grade Average Operator/Value table allows different grade ranges to have different weights applied within the same course type.

#### Example:

Course Type	Operator	Value	Low Grade	High Grade
Honors	%+ - PERCENT PLUS OPERATOR	10	090	100
Honors	%+ - PERCENT PLUS OPERATOR	5	075	089

### Failing Grades:

Failing grades are processed differently in numeric grade averaging than in grade point grade averaging. Numeric grade averaging uses the grade at face value if it falls outside the high or low grade range. In grade point grade averaging, the grade must be listed in the Grade Point Grade Averaging table, with a grade other than zero, to be included in the average.

#### Example:

If the **Low Grade** field in the Numeric Grade Average Operator/Value table is set to 070, and the student's grade is 65, the student will not receive the weighted value for the course. Instead, the student's grade of 65 is used in calculating the GPA.

**NOTE:** If **Low Grade For Average** on [Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#) is 50, and the student's grade is below 50, the grade is adjusted to 50.

### Blank, Incomplete, and No Grade:

Grades that are blank are adjusted to zero in grade averaging calculations, and the course is counted in the student's total number of courses.

Grades that are incomplete (I) and no grade (N/G) are not counted in grade averaging calculations, and the I or N/G will display on the report.


### Running Both Numeric and Grade Point Grade Averaging:


A district can choose to use numeric grade averaging with no weights applied to calculate the student's true numeric average, and then use grade point grade averaging to weight the courses and rank the students. In this case, the Numeric Grade Average Operator table must include all Course Type codes used at each campus entered with **Operator** set to + *ADD OPERATOR*, and **Value** set to 0. Then,

the Grade Point tables are used to weight the grades and used to rank the students.

**NOTE:** If you are running both numeric and grade point grade averaging, you must run grade point grade averaging last. Each time grade averaging is run, the program overwrites the student's existing current year rank.

- To edit conversion data, type over the existing data.
- Click **Save**.

 **Delete a row.**

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

- [Set up grade point grade averaging.](#)

[Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Grade Average Table](#)

Any codes set up in the Course Type table must have values entered on the Grade Averaging Table tab if any courses in the district master schedule use that course type (i.e., the **GA Table** field on [Maintenance > Master Schedule > District Schedule](#) is set to the code).

**You cannot combine numeric and grade points in the Grade Averaging table; you must use one or the other.**

NUM GRADE AVG OPERATOR/VALUE
GRADE AVERAGING TABLE
HONOR ROLL TABL

Table Type: H Honors

Delete	<u>Grade</u>	<u>Points</u>
	<input type="text" value="100"/>	<input type="text" value="4.50"/>
	<input type="text" value="099"/>	<input type="text" value="4.40"/>
	<input type="text" value="098"/>	<input type="text" value="4.30"/>
	<input type="text" value="097"/>	<input type="text" value="4.20"/>
	<input type="text" value="096"/>	<input type="text" value="4.10"/>
	<input type="text" value="095"/>	<input type="text" value="4.00"/>
	<input type="text" value="094"/>	<input type="text" value="3.90"/>
	<input type="text" value="093"/>	<input type="text" value="3.80"/>

/ 5
 

Rows: 101

Select the table type:

<b>Table Type</b>	Select the code for the type of courses to which the table applies. The codes are established on <a href="#">Maintenance &gt; Tables &gt; Course Type</a> .
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Existing data is displayed.

- [The list can be re-sorted.](#)

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

- If there are multiple pages, [page through the list.](#)

Click **+Add** to add one blank row. A blank row is added to the grid.

Or, click **+Add 10** to add ten blank rows to the grid.

Under **Grade**:

Type the numeric course grade to be adjusted.

**IMPORTANT:**

You must enter every numeric grade from the high grade to the lowest grade for the table type. If a gap exists, the student's grade will be calculated as zero if it corresponds to the missing grade.

If the **Highest Cycle Grade Allowed** field on [Maintenance > Tables > Campus Control Options > Ranges & Conversions](#) is set to a value higher than 100, this table must include grades up to the highest grade allowed. Otherwise, a student's grade will be calculated as zero if it is not included in the table.

Under **Points**:

Type either the grade points or numeric grades that correspond to the course grade when determining grade averaging. Enter up to five digits with three whole numbers and two decimal places (e.g., 100.00).

You can use either all grade points or all modified grades, but not a mixture of both.

**Examples:**

Grade Points		Numeric Grades	
Course Grade	Numeric Points	Course Grade	Grade Points
100	5.00	100	105
099	4.90	099	104
098	4.80	098	103
097	4.70	097	102
and so on		and so on	

You can adjust each grade by a different amount.

**Example:**

You could add 10 points for grades 90-100, but only add 7 points for grades 80-89, as follows:


Course Grade	Points	Adjusted Grade
100	10.00	110


Course Grade	Points	Adjusted Grade
99	10.00	109
98	10.00	108
97	10.00	107
96	10.00	106
95	10.00	105
94	10.00	104
93	10.00	103
92	10.00	102
91	10.00	101
90	10.00	100
89	7.00	96
88	7.00	95
and so on		

**NOTE:** If using numeric values, when you run the [Grade Averaging and Class Ranking utility](#), you must set **Process** to **Grade Point Grade Averaging** in order to use the Grade Average tables that were set up for this purpose.

Click **Save**.

Repeat for the next table type.

 [Delete a row.](#)

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

- [Verify that grade averaging tables are set up correctly.](#)

[Registration](#) > [Reports](#) > [Registration Reports](#) > [Program](#) > [SRG0100 - Campus Information](#)

Grade averaging and class ranking is only as accurate as the data entered in the grade averaging tables. It is very important to verify that the entries in the tables are correct.

SRG0100 (in Registration) displays campus control information and table maintenance information from Grade Reporting. Review all applicable data for accuracy and completeness.

**The grade averaging table information begins partway through the report.**

Date Run: [REDACTED]	School Year: [REDACTED]	Program ID: SF
Cnty-Dist: 001-901		Page: 2
Campus: 001		
<b>Grade Reporting Campus Control Information Parameters</b>		
Current Semester:	1	
Current Cycle:	3	
Low Grd Level:	09	
High Grd Level:	12	
Type of Grading:	Numeric	
Beginning Period:	00	
Ending Period:	08	
Nbr of Reporting Semesters:	2	
Nbr of Cycles Per Semester:	3	
<b>Ranges &amp; Conversions</b>		
Highest Cycle Grade Allowed:	100	<b>Grade Conversion Information</b>
Lowest Cycle Grade Allowed:	000	E: A      S: B      N: C      U: F      P: D
Highest Exam Grade Allowed:	100	A: 090    B: 080    C: 075    D: 070    F: 069
Lowest Exam Grade Allowed:	000	
Highest Non-Passing Grade:	069	
Display Numeric Grades as Alpha:	<input type="checkbox"/>	

Date Run: [REDACTED]	School Year: [REDACTED]	Program ID: SF			
Cnty-Dist: 001-901		Page: 5			
Campus: 001					
<b>Grade Reporting Table Maintenance</b>					
<b>Num Grade Avg Operator/Value</b>					
	<u>Type Code</u>	<u>Operator</u>	<u>Value</u>	<u>Low Grade</u>	<u>High Grade</u>
	A	%+	15	070	100
	H	%+	5	070	100
	R	+	0	000	100

Date Run: [REDACTED]		School Year: [REDACTED]		Program ID: S						
Cnty-Dist: 001-901				Page: 7						
Campus: 001										
<b>Grade Reporting Table Maintenance</b> <b>Grade Averaging Table</b>										
Table Type: B										
<u>Grade</u>	<u>Points</u>	<u>Grade</u>	<u>Points</u>	<u>Grade</u>	<u>Points</u>	<u>Grade</u>	<u>Points</u>	<u>Grade</u>	<u>Points</u>	<u>Grade</u>
100	100.00	080	80.00	060	60.00	040	40.00	020	20.00	000
099	99.00	079	79.00	059	59.00	039	39.00	019	19.00	
098	98.00	078	78.00	058	58.00	038	38.00	018	18.00	
097	97.00	077	77.00	057	57.00	037	37.00	017	17.00	
096	96.00	076	76.00	056	56.00	036	36.00	016	16.00	
095	95.00	075	75.00	055	55.00	035	35.00	015	15.00	
094	94.00	074	74.00	054	54.00	034	34.00	014	14.00	
093	93.00	073	73.00	053	53.00	033	33.00	013	13.00	
092	92.00	072	72.00	052	52.00	032	32.00	012	12.00	
091	91.00	071	71.00	051	51.00	031	31.00	011	11.00	
090	90.00	070	70.00	050	50.00	030	30.00	010	10.00	
089	89.00	069	69.00	049	49.00	029	29.00	009	9.00	
088	88.00	068	68.00	048	48.00	028	28.00	008	8.00	
087	87.00	067	67.00	047	47.00	027	27.00	007	7.00	
086	86.00	066	66.00	046	46.00	026	26.00	006	6.00	
085	85.00	065	65.00	045	45.00	025	25.00	005	5.00	
084	84.00	064	64.00	044	44.00	024	24.00	004	4.00	
083	83.00	063	63.00	043	43.00	023	23.00	003	3.00	
082	82.00	062	62.00	042	42.00	022	22.00	002	2.00	
081	81.00	061	61.00	041	41.00	021	21.00	001	1.00	
Table Type: H										

- [Verify course settings in district master schedule.](#)

Grade averaging fields must be properly set for courses in the district master schedule.

[Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0130 - Master Sched Section & Grd Rptng Info](#)

Master Schedule Section and Grade Reporting																				Program ID:				
001 School																				Page:				
Sch Year: 2019																				# Inactive				
Class Role	Non Campus Based	S E M	Beg Per	End Per	Days Wk	Crs Seq Cd	PK Curr	High Qual PK	Stu Instr	PK Sch Type	Home Room Ind	On Ramps	Sem1 Act	Sem1 WD	Sem2 Act	Sem2 WD	Sem3 Act	Sem3 WD	Sem4 Act	Sem4 WD	Max Seats			
Sif Pod		Credit Seq		Exam Sem Pattern		Crdt	Alw Part Crdt	Graded Crs	Core Crs	LA Wt	HR Cd	HR Tbl	HR Wt	GA Tbl	GA Wt									
01	00	1	01	01	MTWThF	1	0.0	N	0	0	0	0	0	0	0	0	0	0	0	0	500			
Total for Course:													0	0	0	0	0	0	0	0	500			
01	00	3	01	01	MTWThF	1	1.0	Y	0	9	2	9	1	0	0	0	0	0	0	0	025			
01	00	3	05	05	MTWThF				0	22	0	22	0	0	0	0	0	0	0	0	025			
01	00	3	08	08	MTWThF				0	18	2	19	0	0	0	0	0	0	0	0	025			
Total for Course:													49	4	50	1	0	0	0	0	75			
Sif Pod		Credit Seq		Exam Sem Pattern		Crdt	Alw Part Crdt	Graded Crs	Core Crs	LA Wt	HR Cd	HR Tbl	HR Wt	GA Tbl	GA Wt									
N		4		1		1.0	Y	Y				R	1	A	1									

Use SGR0130 to verify that all courses in the district master schedule are coded correctly for grade averaging.

[Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0050 - District Master List \(Grd Rptng\)](#)

Date Run:		District Master List (Grade Reporting)															Program ID:																		
Cnty-Dist: 001-901		TXEIS ISD															Page:																		
		Sch Year: 2019															1 of 41																		
Course Number	Title	Abbrev Name	Sif Pod	Wbr Sem	Exam Sem	Prd Crtl	Core Crs	ELA Wgt	Auto Grade	Clal Lvl	Prd Crdt	Credit	Crdt Seq	Grd Crs	Gender	HR Cd	HR Tbl	HR Wgt	GA Tbl	GA Wgt	Service ID	Service Description	Dept	Textbook ISBN	Spec Crs	Consid	Incl Blg	Priority Cd	AAR Use	CTE Hours	Course Seq	Pop Srv	Role ID	Instr Set	Class Typ
0004	Reading LS	Reading/	N	2	1	2	Z		E	N	0.0	4	N		R	1	R	1	02620001	READING										06	087			02	
0005	Math/LS	Math/LS	N	2	1	2	Z		E	Y	0.0	4	Y		R	1	R	1	02640005	MATH K									06	087			02		
0006	Science/LS	Science/	N	2	1	2	Z		E	Y	0.0	4	Y		R	1	R	1	02650000	SCI, K									06	087			02		
0007	Soc Studies/LS	Soc Stud	N	2	1	2	Z		E	Y	0.0	4	Y		R	1	R	1	02660009	SOCST K									06	087			02		
0008	Lang Arts/LS	Lang Art	N	2	1	2	Z		E	Y	0.0	4	Y		R	1	R	1	01020000	KINDER									06	087			02		
0009	Kinder Tech	Kinder T	N	2	1	2	Z		E	Y	0.0	4	Y		R	1	R	1	02670000	TECAP, K								Y	R	S	01	087			01
0010	English K	English	N	2	1	2	Z		E	Y	0.0	4	Y		R	1	R	1	01020000	KINDER									01	087			01		
0011	Math K	Math K	N	2	1	2	Z		E	Y	0.0	4	Y		R	1	R	1	02640005	MATH K									01	087			01		
0012	Science K	Science	N	2	1	2	Z		E	Y	0.0	4	Y		R	1	R	1	02650000	SCI, K									01	087			01		
0013	Soc St K	Soc St K	N	2	1	2	Z		E	Y	0.0	4	Y		R	1	R	1	02660009	SOCST K									01	087			01		
0014	Reading K	Reading	N	2	1	2	Z		E	Y	0.0	4	Y		R	1	R	1	02620001	READING									01	087			01		

Use SGR0050 to verify all courses offered in the district for the school year.

[Grade Reporting > Maintenance > Master Schedule > District Schedule](#)

AVAILABLE COURSES

English [Title] Retrieve Stds-Based Crs Setup

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from txGradeBook	Str Pod
<input type="checkbox"/>	<input type="checkbox"/>	1100	ENGLISH 1	ENG1	03220100	ENG 1	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	1200	ENGLISH 2	ENG2	03220200	ENG 2	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	1300	ENGLISH 3	ENG3	03220300	ENG 3	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9100	ENGLISH 1 R	ENG1R	03220100	ENG 1	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9200	ENGLISH 2 R	ENG2R	03220200	ENG 2	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9300	ENGLISH 3 R	ENG3R	03220300	ENG 3	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9400	ENGLISH 4 R	ENG4R	03220400	ENG 4	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>

Rows: 7 Add

=>Crs.Nbr: 1100 ENGLISH 1 Abbrev Name: ENG1 Service ID: 03220100 ENG 1 Graded Crs:   
 Nbr Sem: 2 Textbook ISBN: Exclude from txGradebook: Incl Both(Att Grds) Self Paced:

**Grade Reporting**  
 Per Ctrt: 2 Department: Gender Restr: Required: Elective:

**Course Codes and Credits**  
 Tot Credits: 1.0 Part Credit:  AAR: E Grad Plan: ENGL Spec Cons: OnRamps:

**Elem/Misc**  
 Core Crs: ELA Wgt: Auto Grd: Incl LUIL Elig:  Exam/Sem Pat: 1

**PEIMS**  
 CTE Hrs: Pop Srvt: 01 Instr Sett: Class Type: 01 Role ID: 087 Crs Seq:

**HR/GA**  
 HRoll Wgt: 1 HRoll Table: GA Table: R Regular GA Wgt: 1

Ensure that the following fields are set correctly for all courses that will be included in grade averaging:

<b>Graded Crs</b>	Select if the course is graded.  Only graded courses are included in grade averaging calculations.  <b>NOTE:</b> Grades <i>can</i> be posted for a non-graded course on the Student Maintenance pages.
-------------------	--

In the **GA Table** field:

Select the course type table which will be used to adjust the student’s grade for the course in grade averaging calculations. These course types are set up on [Grade Reporting > Maintenance > Tables > Course Type](#).

**NOTE:** The default value for a course is *R-Regular* when added to the district master schedule. If R is not the correct grade average table for the course, the field must be updated.

This code is used in the grade averaging calculations, unless the student has a GA table code specified in his student record.

Under **GA Wgt:**

Type the number of times the grade for the course is counted in grade averaging calculations.

If one course meets multiple periods, you may want to adjust the weight to the number of times the course meets.

**Example:**

If a student has seven one-period courses, his course factor is 7. If a student is in one course that meets three periods, and you enter the weight as 1, this student's course factor is 5. However, If you enter a weight of 3 for the three-period course, the student's course factor is 7.

<b>Three-Period Course with Weight = 1</b>		<b>Three-Period Course with Weight = 3</b>	
Math	70	Math	70
English	70	English	70
SS	70	SS	70
Science	70	Science	70
Ag Mech (3 hrs)	80	Ag Mech (3 hrs)	80
			80
			80
<b>Total</b>	<b>360</b>	<b>Total</b>	<b>520</b>
<b>Total Divided by 5</b>	<b>360 / 5</b>	<b>Total Divided by 7</b>	<b>520 / 7</b>
<b>Grade Average:</b>	<b>72</b>	<b>Grade Average:</b>	<b>74.2857143</b>

**Type 0 to exclude the course from grade averaging.**

**NOTE:** The weight can be used to exclude a course from grade averaging. If a course has zero weight, it is excluded. Many campuses exclude PE, Band, Athletics, Office Aide, etc. from grade averaging calculations.

- [Enter any exceptions for individual students \(not common\).](#)

If a particular student should have his course grade adjusted differently, you can specify a course type (GA table) for the student. This is not commonly used.

Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint

The screenshot shows the 'Grd/Crs Maint' form for student Andrew Rickely Babbar (STUDENT: 003942). The form includes fields for 'Save', 'Student Information', 'Comments', and 'Grad Plan'. The 'GRD/CRS MAINT' tab is selected. Course details are: Course: 2106 FINANCIAL MATH, Section: 07 07 - 07 (216 - FINNIGAN, SEAMUS), Semester: 1. The 'Absences' table shows 2 total absences for CYC1. The 'GPA Override' field is set to 5 and is circled in red. Other fields include Exam: 091, Credit: 1.0, AAR use, Transferred, Self Paced, Sem: 091, Pass/Fail, Special Crs Consid, CPR, Speech, OnRamps, Final, and Grad Plan Use Cd: MATH.

**GPA Override** Select the table to be used for this student, course, and semester. This field overrides the grade averaging tables.

You can also use this field to exclude the student's course and semester from grade averaging.

If this adjustment applies to both semesters of a two-semester course, update the field for both semesters.

Grade averaging calculations are prioritized as follows when running the [Grade Averaging and Class Ranking utility](#):

- If the student's **GPA Override** field contains a code, the program uses the table specified in this field for the course and student.
- If the student's **GPA Override** field is blank, the program uses the table specified in the **GA Table** field on [Grade Reporting > Maintenance > Master Schedule > District Schedule](#).
- If the students **GPA Override** field is set to *& Exclude from Grd Avg & Class Rank*, the course for the selected semester is excluded.

Grade Reporting > Reports > Grade Reporting Reports > Student Verification > SGR2600 - Student Grd/Crs Override Proof List

Use SGR2600 to verify that the **GPA Override** field is set correctly for applicable students.

Date Run:		Student Grade/Course Override Proof List					Program ID: SGR2600			
Cnty-Dist: 001-901		001 School					Page: 1 of 111			
Campus: 001		Sch Year:								
<b>Stu ID: 000508</b>		<b>Name: HERNANDEZ, L DAKOTA</b>			<b>Grade</b> 12	<b>Withdraw Dt:</b>				
Withdraw Date	Course Number	Course Title	Sem	Slf Pcd	Sec Nbr	AAR Use Cd	AAR Spcl Consd	GPA Overrid	Service ID	Xfer Crs
	1040	ENGLISH 4	1	N	07					
	2050	PRE CAL	1	N	03					
	3036	PERSONAL FIN LI	1	N	06					
	3040	GOV	1	N	05					
	4050	ANATOMY & PHYSI	1	N	02					
	7040	BAND 4	1	N	01					
	8120	ADVANCE ANI SCI	1	N	04					
	9012	UIL POP	1	N	99					
	1040	ENGLISH 4	2	N	07					
	2050	PRE CAL	2	N	03					
	3050	ECO-FE	2	N	05					
	3510	SOCIOLOGY	2	N	06					
	4050	ANATOMY & PHYSI	2	N	02					
	7040	BAND 4	2	N	01					
	8120	ADVANCE ANI SCI	2	N	04					
<b>Stu ID: 000579</b>		<b>Name: MERCARDO, SAUL</b>			<b>Grade</b> 11	<b>Withdraw Dt:</b>				
Withdraw Date	Course Number	Course Title	Sem	Slf Pcd	Sec Nbr	AAR Use Cd	AAR Spcl Consd	GPA Overrid	Service ID	Xfer Crs
	1020	ENGLISH 2	1	N	06					
	1024	READING 2	1	N	08					
	2040	MTH MOD w/APP	1	N	04					
08-23-2018	3020	U S HIST	1	N	03					
	3020	U S HIST	1	N	05					
	4020	CHEM	1	N	02					
	5012	PE IND OR TS	1	N	01					
	8143	PRIN OF MNFACTR	1	N	03					
08-23-2018	8143	PRIN OF MNFACTR	1	N	05					
	9020	RECOVERY A	1	Y	07					
	1020	ENGLISH 2	2	N	06					
	1024	READING 2	2	N	08					
	2040	MTH MOD w/APP	2	N	04					
	3020	U S HIST	2	N	03					

Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR2070 - Grd Avg Info - By Student (Info Only)

Use SGR2070 to view an individual student's GA tables.

<b>Date Run:</b> [REDACTED]	<b>Grade Point Grade Averaging</b> **** Information only. No update ****	<b>Program ID:</b> SGR2070								
<b>Cnty-Dist:</b> 001-901	001 School 4sem campus	<b>Page:</b> 3 of 2061								
<b>Campus:</b> 001	Sch Year: 2019	<b>Grades used:</b> Semester								
Exclude Stu Crs Excl from Honor Roll:N Include Courses from Other Campuses:N										
<b>092009</b>	<b>Aguilar, Emberlynn K</b>	<b>Grade Level: 09</b>								
<b>Course Title</b>	<b>Crs Nbr</b>	<b>Sec</b>	<b>Sem</b>	<b>Grade</b>	<b>Weighted Value</b>	<b>GA Wgt</b>	<b>GA Tbl</b>	<b>Crdt</b>	<b>GPA Override</b>	<b>HRoll Cd</b>
Geometry	2201	02	1	086	2.60	1	R	H		
Eng1 Honors	1100	05	2		0	1	Q	H		
Geometry	2201	02	2		0	1	R	H		
Biology 1	3111	11	2		0	1	R	H		
Choir 1	6701	03	2		0	1	R	H		
Ath/GSoccer 1	7413	01	2		0	1	R	H		
Monitor	9500	14	2		0	1	R	H		
						2.6	7	Grade Avg: 0.3714		

[Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR2075 - Cumulative Grd Avg Info By Student \(Info Only\)](#)

Use SGR2075 to verify GA Table, GA Weight, and GPA Override for individual students. This report is for all years, as opposed to SGR2070 which is for one year only.

<b>Date Run:</b> [REDACTED]	<b>Cumulative Grade Point Grade Averaging</b> **** Information only. No update ****	<b>Program ID:</b> SGR2075									
<b>Cnty-Dist:</b> 001-901	001 School 4sem campus	<b>Page:</b> 13 of 480									
<b>Campus:</b> 001	Sch Year: 2019	<b>Credit Level:</b> H									
Exclude Stu Crs Excl from Honor Roll:N Include Courses from Other Campuses:N											
<b>024139</b>	<b>Aguilar, Alexander</b>										
<b>Sch Year:</b> 2019	<b>Grade Level:</b> 11	<b>Grades Used:</b> Semester									
<b>Campus:</b> 001											
<b>Course Title</b>	<b>Crs Nbr</b>	<b>Sec</b>	<b>Sem</b>	<b>Grade</b>	<b>Weighted Value</b>	<b>GA Wgt</b>	<b>GA Table</b>	<b>Crdt Lvl</b>	<b>GPA Override</b>	<b>HRoll Cd</b>	<b>Credit</b>
Adv Quan Reas	2474	05	1	082	2.20	1	R	H			0.5
Music App	6755	01	1	097	3.70	1	R	H			0.5
Adv Quan Reas	2474	05	2		0	1	R	H			
US Hist AP EOC	4310	01	2		0	1	P	H			
Music App	6755	01	2		0	1	R	H			
Ath/Track 3	7517	01	2		0	1	R	H			
HlthScie Theory	8902	02	2		0	1	R	H			
						5.9	7	Grade Avg:		0.8428	1.0
<b>Sch Year:</b> 2018	<b>Grade Level:</b> 10	<b>Grades Used:</b> Semester	<b>Campus:</b> 001								
<b>Course Title</b>	<b>Crs Nbr</b>	<b>Sec</b>	<b>Sem</b>	<b>Grade</b>	<b>Weighted Value</b>	<b>GA Wgt</b>	<b>GA Table</b>	<b>Crdt Lvl</b>	<b>GPA Override</b>	<b>HRoll Cd</b>	<b>Credit</b>
Eng 2	1201	05	1	074	1.40	1	R	H			0.5
Algebra 2 P-AP	2300	01	1	070	1.50	1	Q	H			0.5
Chemistry	3301	12	1	072	1.20	1	R	H			0.5
Wild Hist	4201	37	1	065	0	1	R	H			0.5
PE Team B	7213	05	1		0	1	R	H			

## II. Calculate Grade Average and Class Rank for Current Year

- [Run the Grade Averaging and Class Ranking utility.](#)

[Grade Reporting > Utilities > Grade Averaging and Class Ranking](#)

This utility calculates grade average and class rank for the current year. The process also updates the student grade averaging records, which are maintained on [Maintenance > Student > Individual Maint > Grade Avg.](#)

**IMPORTANT!** For a middle school offering high school credit for any of its courses, the middle school must know which type of grade averaging the high school runs (i.e., grade point or numeric).

**Middle school students taking H credit level courses must have a next year campus number assigned before the calculation will run. The next year campus is set using [Registration > Utilities > Set NY Campus.](#)**

The high school and the middle school may run different types of grade averaging; however, when the middle school runs grade averaging for high school courses only, the middle school must select the type of grade averaging used by the high school to rank its students. When running grade averaging for only high school courses taken at the middle school, the utility uses the grade averaging tables from the student's next year high school campus for calculations.

The following reports are generated when the utility is run:

- List of options selected on this page and on the [Maintenance > Tables > Campus Control Options](#) tabs
- List of student's grade average in class rank order
- List of student's grade average information (sorted as specified in the **Report Sort Order** field)
- Error report, if errors are encountered

**NOTES:****Four-point average:**

Four-point average is calculated according to the **College 4pt Scale** field on [Maintenance > Tables > Campus Control Options > H Roll & Gr Avg.](#) The 4-point average may be calculated with or without weighting. Points are assigned according to the values for the **Grade Conversion Information A, B, C, D, and F** fields on [Maintenance > Tables > Campus Control Options > Ranges & Conversions.](#)

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point (if using Ds)
- F = 0 points

**Low grade for average:**

If a student's grade is lower than the **Low Grade for Average** value on [Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#), the **Low Grade for Average** value is used in place of the student's grade.

**If final grades are used for grade average:**

A partial record is used if the following conditions occur:

- The student is enrolled in part of a course, and no other section exists that would make the course complete.
- The course allows partial credit.
- A final grade exists.

If a student is enrolled in part of a course, and there is another section that would make the course complete, the final from the other section is used.

If a student is enrolled in the complete course, but in two sections, both records are used.

---

See online Help for [Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#) for more information.

**Withdrawn students:**

If a student was withdrawn at one campus where he had at least one course grade, and transfers to another campus, the student will be included when the Grade Averaging and Class Ranking utility when run by the first campus (if that campus selects to include withdrawn students), until the student has at least one course grade at the new campus.

If a student is withdrawn and has a withdrawal code that matches the (graduated)

withdrawal code entered on the page, this condition overrides the **Incl Wdrawn Stu in Avg** and *Incl Wdrawn Stu in Rank* fields on [Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#), and the qualifying students are included. The following shows the results of selecting the options for including withdrawn students:

<b>Incl Wdrawn Stu in Avg</b>	<b>Incl Wdrawn Stu in Rank</b>	<b>Result</b>
Y	N	All students receive an average. Only active students are ranked. An inactive student's rank is displayed on the report as excluded.
Y	Y	All students receive an average and are included in the rank.
N	N	Only active students are considered.
N	Y	Only active students are considered.

If a withdrawn student is included in grade averaging and class ranking, the **Incl Wd Crs in Rank** field on [Maintenance > Tables > Campus Control Options](#) is considered.

- If A (*Include*) is selected, all courses are considered, regardless of withdrawal date.
- If G (*If there is a grade*) is selected, only withdrawn courses with grades are included.
- If N (*Do not Include*) is selected, withdrawn courses are not included.

### Self-paced courses:

A student's self-paced courses are included/excluded from grade averaging and class ranking (including early computation) as follows:

The course is included if:

- The course has a withdrawal date and a semester average.
- Or, the course has no withdrawal date but has a semester average.

The course is excluded if:

- The course has a withdrawal date and no semester average.
- Or, the course has no withdrawal date and no semester average.

When running early computation, self-paced courses are included if they meet the criteria for inclusion at the time early computation is run.

---

#### Non-campus-based courses:

Course-sections with the **Non Campus Based** field set to 08 (*Credit by Exam*) in the campus section record are calculated if one of the following is true:

- Cycle grades are used (i.e., the **Grds Used for Grade Avg** field is set to C on [Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#)).
  - Final grades are used (i.e., **Grds Used to Grade Avg** is F), and a student enrolled in the 08 section has a final grade.
  - Semester grades are used (i.e., **Grds Used for Grade Avg** is S) and a student enrolled in the 08 section has a semester grade.
- 

#### Prior year transfer courses:

Prior year transfer courses taken in the district are included if the course meets the following criteria:

- The course was taken at the district and campus you are logged on to.
  - The course was taken for the current school year.
  - A valid value is entered for the local course ID (i.e., the ID matches a course in the current year district master schedule).
  - If Move to Grade Reporting has occurred, summer school courses must be entered as prior year transfer courses for most districts. Verify your district's summer school policy to determine which school year the course is associated with.
-

Make the following selections:

<b>School Year</b>	The current school year is displayed. You cannot run the utility for prior years. Students grade averaging data is stored by year.
<b>Campus Control Information</b>	Settings from the <b>Grade Averaging Information</b> section on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; H Roll &amp; Gr Avg</a> are displayed for your reference. Verify the settings before running the utility.
<b>H.S. Credit Lvl Courses for Middle School</b>	<p><b>Yes</b> - The utility will only include courses taken for high school credit at the middle school. The H credit level courses taken at the middle school will be the only courses included in the student’s grade averaging row, and the row will be marked as credit level H.</p> <p><b>No</b> - The utility will include all courses taken at the middle school campus with credit levels M and H that are eligible for grade averaging. Credit level M courses will be written to the student’s grade average row.</p> <p><b>IMPORTANT:</b> High school campuses (grade levels 9-12) should select <b>No</b>.</p> <p><b>Middle school students taking H credit level courses must have a next year campus number assigned before the calculation will run.</b> The next year campus is set using <a href="#">Registration &gt; Utilities &gt; Set NY Campus</a>.</p> <p>If the district’s class ranking policy does not include high school courses taken at middle school for class ranking, select <b>No</b>.</p> <p>If both M and H records are required in the historical record, you can run the utility first with <b>No</b> selected to create the M grade averaging rows, and then run the utility again with <b>Yes</b> selected to create the H grade averaging rows.</p> <p>Ensure that a common grade average table code is selected for the high school and middle school before running grade averaging for credit level H courses taken at the middle school.</p>

Under **Process**:

Select the grade averaging table:

<b>Grade Point Grade Averaging</b>	Select to use the Grade Averaging tables (i.e., <a href="#">Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Grade Averaging Table</a> ).
<b>Numeric Grade Averaging</b>	Select to use the Numeric Grade Average Operator/Value table (i.e., <a href="#">Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Num Grade Avg Operator/Value</a> ).

<p><b>Include Courses from Other Campuses</b></p>	<p>This field provides an alternative to entering an in-district transfer course on <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Crs Assign</a>. If the course is entered on the Course Assign tab, do not select this field.</p> <p>Select to include a student's courses from another campus within the district. For example, if the student attended campus 001 for part of the year, and attended campus 002 for part of the year (e.g., credit recovery), you can include courses from both campuses, provided that the course is unique at the other campus, and was completed at the other campus. (A course is considered complete if the student has a semester grade or final grade, or credit, depending on whether the district uses final or semester grades.)</p> <p>This option can also be used if summer school is offered at a different campus. On the Prior Year Transfer tab, you can specify the campus where the student took the course.</p> <p>This field is only enabled if <b>Grds Used for Grade Avg</b> is S (semester) or F (final) on <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; H Roll &amp; Gr Avg</a>.</p> <ul style="list-style-type: none"> <li>• Courses entered on the Prior Year Transfer tab are included if the campus ID is valid for the district, and if the local course number matches a course number in the district master schedule for the school year being run.</li> <li>• Numeric or grade point grade averaging tables from the logged on campus are used. If the other campus used a table that does not exist at the logged on campus, an error message is displayed.</li> <li>• If <b>High School Credit Lvl Courses for Middle School</b> is selected, the grade averaging tables from the logged on campus are used for the next year campus. The grade averaging tables at the middle school should match the high school tables to ensure continuity.</li> </ul>
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**NOTE:** If running the utility multiple times, the “official” table (grade point/numeric) must be run/selected last.

Under **Sem#/Cyc# and Sem #:**

Select the cycles or semesters to include.

The fields are enabled in this section according to the value in the **Grds Used for Grade Avg** field on [Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#):

If set to C (*cycle*), the **Sem#/Cyc#** fields are enabled, and the **Sem #** fields are disabled. Some middle school campuses use cycle grades to determine the top ten students for the

school year.

If set to S (*semester*), the **Sem #** fields are enabled.

- You cannot select **Sem 2** unless **Sem 1** is selected.
- The **Sem 3** and **Sem 4** fields are enabled only at four-semester campuses.
- If you select **Sem 4**, you must select all previous semesters.

If set to F (*final*), all fields are disabled.

<b>Early Computation</b>	The fields are used for doing early computations for seniors. See the <b>Run early computation for seniors</b> section below for more information.
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<b>Grade Levels</b>	<p>Select the grade level(s) to process. Or, click <b>All Grade Levels</b> to process all listed grade levels. You must select at least one grade level.</p> <p><b>NOTE:</b> For campuses that have both high school and middle school grade levels, it is recommended that campuses run middle school ranking separate from high school grade levels.</p> <ul style="list-style-type: none"> <li>• To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows.</li> <li>• To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.</li> </ul>
<b>Track</b>	Select the attendance track to process. The default is A-All.
<b>Report Sort Order</b>	Select the primary sort order for the grade averaging reports which are generated when the utility is run.

<b>Print Credit</b>	Select to include the student's course credits awarded for the current year on the report.
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<b>Verify Course Entry Dates</b>	<p>Select to evaluate the entry date on each grade-course record before including the course for the student in grade averaging. If the student's course entry date is after the end of the cycle or semester selected, the grade is not included in the average and ranking.</p> <p><b>Usually, this field is not selected.</b> This option is used when calculating cycle grades at a two-semester campus where grade average and class rank are calculated by averaging all cycle grades (i.e., <b>Grds Used for Grade Avg</b> is C on <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; H Roll &amp; Gr Avg</a>) to ensure that a cycle grade is not counted in the grade average if the student was not actually enrolled in the course during that cycle's start and end date for the student's campus and track.</p>
<b>Exclude students from ranking if taking a crs that excludes him from HR</b>	<p>Select to exclude students from grade averaging &amp; class ranking who are taking a course that excludes them from the honor roll. If selected, the following occurs:</p> <p>If the student is taking any course for which <b>HRoll Cd</b> is set to <i>N=Excl Stu</i> in the district master schedule, the student is completely excluded from the grade averaging and class ranking process.</p> <p>If the student is taking any course for which <b>HRoll Cd</b> is set to <i>E=Excl Crs</i> in the district master schedule, those courses are excluded, but the student is still eligible for the grade averaging and class ranking process.</p> <p><b>NOTE:</b> If the course's <b>GA Weight</b> field is 0 on the <a href="#">district master schedule</a>, this field may not be necessary.</p>
<b>Normal Max</b>	<p>Type a two-digit number which will be used to flag students with excessive courses. If the student's course factor is greater than the number entered in this field, an asterisk (*) is printed next to the student's course factor. (This is not common.)</p>
<b>If Graduated WD Students are to be included, enter the WD Cd</b>	<p><b>It is recommended that this field be set to 01 (graduated).</b></p> <p>The field overrides the <b>Incl Wdrawn Stu in Avg</b> and <b>Incl Wdrawn Stu in Rank</b> fields on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; H Roll &amp; Gr Avg</a>.</p> <p>If a student is withdrawn from the campus (i.e., <a href="#">W/R Enroll</a> tab in Registration) with a code that matches this code, the student will be included in grade averaging and class ranking even if the <b>Incl Wdrawn Stu in Avg</b> and/or <b>Incl Wdrawn Stu in Rank</b> fields are <i>not</i> selected.</p>

Click **Execute**.

When the utility has completed processing, the **Print** button is enabled.

The grade averaging data is stored in the student's record, and four reports open in new browser windows or tabs, depending on your browser settings.

**Grade Averaging report:**

This report is also displayed on the utility page, below the fields, once the utility is run. It is sorted according to the **Report Sort Order** field.

- A message is displayed indicating that grade averaging and class ranking is completed. Click **OK**.

**NOTE:** If you are running the utility for a middle school and next year campuses have not been assigned to students, a message is displayed when you click **Execute** indicating that the next year campus was not found for some students. Click **OK** and a report will be generated listing the students who do not have a next year campuses assigned. Next year campus is set in [Registration > Utilities > Set NY Campus](#).

- [Run early computation for seniors](#).

Campuses can run early computation before the school year ends (i.e. to determine Valedictorian and Salutatorian before the school year ends.

There are two options using the **Early Computation** fields.

### Option 1:

Option 1 is often used by two-semester nine-week campuses for senior early computations. The campus can use the semester 1 average, and use the semester 2-cycle 1 grade as the semester 2 average, as follows:

Example:

- Select to process **Sem 1** and **Sem 2**.
- Under **Early Computation**, select **Sem2/Cyc1**.

### Option 2:

Option 2 is often used by two-semester six-week campuses for senior early computations. The campus can use the semester 1 average, and use the semester 2-cycle 1 and cycle 2 grades as the semester 2 average.

Example:

- Select to process **Sem 1** and **Sem 2**.

- Under **Early Computation**, select **Sem2/Cyc1** and **Sem2/Cyc2**.

Option 2 requires an additional calculation to obtain the semester 2 averages:

Semester 2-Cycle 1 Grade	Semester 2-Cycle 2 Grade	Calculation	Semester 2 Average
89	96	$89 + 96 = 185$ $185 / 2 = 92.5$	93
0	89	$0 + 89 = 89$ $89 / 2 = 44.5$	45

- **IMPORTANT: Blank and N/G (no grade) grades are converted to zero for grade averaging.**
- Only whole numbers are used for semester averages. If the calculated average contains a decimal, it is rounded up or down. However, a weighted score is not rounded in ASCENDER; up to 5 decimal places are carried throughout the calculation and in Historical.

### III. After Calculating Grade Average and Class Rank

- [Verify student records.](#)

After running the Grade Averaging and Class Ranking utility, you can view and verify the student's grade average and class ranking data on the maintenance page and on several reports.

[Grade Reporting > Maintenance > Student > Individual Maint > Grade Avg](#)

<span>DEMO</span> <span>CRS ASSIGN</span> <span>GRD UPDATE</span> <span>GRD/CRS MAINT</span> <span>COURSE CODES</span> <span>SCHED INQUIRY</span> <u><span>GRADE AVG</span></u> <span>CRS/SEC CHANGE</span> <span>CTE</span> <span>ASSIGNMENTS</span> <span>PRIOR Y</span>																																																																																																																																																								
Active Student																																																																																																																																																								
<div style="display: flex; justify-content: space-around;"> <span>—— Numeric Avg ——</span> <span>—— Grd Pt Average ——</span> <span>—— 4 Point ——</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Crdt Lvl</th> <th>Year</th> <th>Nbr Crs</th> <th>Total Points</th> <th>Avg</th> <th>Nbr Crs</th> <th>Total Points</th> <th>Avg</th> <th>Nbr Crs</th> <th>Total Points</th> <th>Avg</th> <th>Credits</th> <th>Rank GPA</th> <th>Nbr of Stu</th> <th>Rank</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>H</td> <td>2021</td> <td>5</td> <td>470.0000</td> <td>94.0000</td> <td>0</td> <td>0.0000</td> <td>0.0000</td> <td>5</td> <td>19.0</td> <td>3.8000</td> <td>3.0</td> <td>94.0000</td> <td>92</td> <td>38</td> <td>N</td> </tr> <tr> <td></td> <td>H</td> <td>2020</td> <td>5</td> <td>419.0000</td> <td>83.8000</td> <td>5</td> <td>0.0000</td> <td>0.0000</td> <td>5</td> <td>13.0</td> <td>2.6000</td> <td>3.0</td> <td>83.8000</td> <td>96</td> <td>64</td> <td>N</td> </tr> <tr> <td></td> <td>H</td> <td>2019</td> <td>10</td> <td>911.0000</td> <td>91.1000</td> <td>10</td> <td>0.0000</td> <td>0.0000</td> <td>10</td> <td>32.0</td> <td>3.2000</td> <td>7.0</td> <td>91.1000</td> <td>93</td> <td>20</td> <td>N</td> </tr> <tr> <td></td> <td>H</td> <td>2018</td> <td>8</td> <td>748.0000</td> <td>93.5000</td> <td>0</td> <td>0.0000</td> <td>0.0000</td> <td>8</td> <td>28.0</td> <td>3.5000</td> <td>8.0</td> <td>93.5000</td> <td>109</td> <td>19</td> <td>N</td> </tr> <tr> <td></td> <td>M</td> <td>2017</td> <td>8</td> <td>759.0000</td> <td>94.8750</td> <td>0</td> <td>0.0000</td> <td>0.0000</td> <td>8</td> <td>31.0</td> <td>3.8750</td> <td>.0</td> <td>94.8750</td> <td>109</td> <td>5</td> <td>N</td> </tr> <tr> <td></td> <td>M</td> <td>2016</td> <td>10</td> <td>949.0000</td> <td>94.9000</td> <td>0</td> <td>0.0000</td> <td>0.0000</td> <td>10</td> <td>39.0</td> <td>3.9000</td> <td>.0</td> <td>94.9000</td> <td>112</td> <td>10</td> <td>N</td> </tr> <tr> <td></td> <td>M</td> <td>2015</td> <td>10</td> <td>958.0000</td> <td>95.8000</td> <td>0</td> <td>0.0000</td> <td>0.0000</td> <td>10</td> <td>40.0</td> <td>4.0000</td> <td>.0</td> <td>95.8000</td> <td>108</td> <td>6</td> <td>N</td> </tr> </tbody> </table> <p>Refresh Averages <span style="float: right;">Add</span></p> <p>Cum GPA: <input type="text" value="2.3850"/> Cum Rank: <input type="text" value="47"/> Nbr of Students Ranked: <input type="text" value="66"/> Date Ranking: <input type="text" value="04/19/2022"/> Quartile: <input type="text" value="3"/></p>																		Crdt Lvl	Year	Nbr Crs	Total Points	Avg	Nbr Crs	Total Points	Avg	Nbr Crs	Total Points	Avg	Credits	Rank GPA	Nbr of Stu	Rank			H	2021	5	470.0000	94.0000	0	0.0000	0.0000	5	19.0	3.8000	3.0	94.0000	92	38	N		H	2020	5	419.0000	83.8000	5	0.0000	0.0000	5	13.0	2.6000	3.0	83.8000	96	64	N		H	2019	10	911.0000	91.1000	10	0.0000	0.0000	10	32.0	3.2000	7.0	91.1000	93	20	N		H	2018	8	748.0000	93.5000	0	0.0000	0.0000	8	28.0	3.5000	8.0	93.5000	109	19	N		M	2017	8	759.0000	94.8750	0	0.0000	0.0000	8	31.0	3.8750	.0	94.8750	109	5	N		M	2016	10	949.0000	94.9000	0	0.0000	0.0000	10	39.0	3.9000	.0	94.9000	112	10	N		M	2015	10	958.0000	95.8000	0	0.0000	0.0000	10	40.0	4.0000	.0	95.8000	108	6	N
	Crdt Lvl	Year	Nbr Crs	Total Points	Avg	Nbr Crs	Total Points	Avg	Nbr Crs	Total Points	Avg	Credits	Rank GPA	Nbr of Stu	Rank																																																																																																																																									
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	H	2019	10	911.0000	91.1000	10	0.0000	0.0000	10	32.0	3.2000	7.0	91.1000	93	20	N																																																																																																																																								
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	M	2015	10	958.0000	95.8000	0	0.0000	0.0000	10	40.0	4.0000	.0	95.8000	108	6	N																																																																																																																																								

<b>Crdt Lvl</b>	The field indicates if the row contains high school (H), middle school (M), or elementary school (E) data.
<b>Year</b>	The field displays the ending school year for the row of data. The student should have a row for each year he was included when the utility was run.
<b>Numeric Avg</b>	<p>The fields contain data if the Grade Averaging and Class Ranking utility was run with <b>Process</b> set to <b>Numeric Grade Averaging</b>. Otherwise, zeros are displayed.</p> <p><b>Nbr Crs</b> - the number of courses successfully completed that year  <b>Total Points</b> - the number of points earned that year  <b>Avg</b> - the calculated average for the year</p>
<b>Grd Pt Average</b>	<p>The fields contain data if the Grade Averaging and Class Ranking utility was run with <b>Process</b> set to <b>Grade Point Grade Averaging</b>. Otherwise, zeros are displayed. The fields may contain numeric values the grade average tables were built with numeric values instead of grade points.</p> <p><b>Nbr Crs</b> - the number of courses successfully completed for the year  <b>Total Points</b> - the number of points earned for the year  <b>Avg</b> - the calculated average for the year</p>
<b>4 Point</b>	<p>The fields contain data if <b>College 4 Point Scale</b> is <i>1 - Print &amp; excl 0 wgt crs</i> or <i>2 - Print &amp; incl 0 wgt crs</i> on the <a href="#">H Roll &amp; Gr Avg tab</a>.</p> <p><b>Nbr Crs</b> - the number of courses successfully completed for the year  <b>Total Points</b> - the number of points earned for the year  <b>Avg</b> - the calculated average for the year</p>
<b>Credits</b>	The field displays the total number of credits the student earned for the year.
<b>Rank GPA</b>	The field displays the student's GPA used in determining his class rank.
<b>Nbr of Stu</b>	The field displays the total number of student's in the student's grade level when the Grade Averaging and Class Ranking utility was run.
<b>Rank</b>	The field displays the student's rank out of the <b>Nbr of Stu</b> field. The student with the <b>Rank</b> field set to 1 has the highest GPA for his grade level.
	In the far-right column, N or G is displayed to indicate if the student was ranked using numeric (N) or grade point (G) grade averaging.

The following fields will display values once cumulative grade averaging is run, which calculates the student's GPA and rank for the current and prior years. The process of running cumulative

grade averaging is described later in this guide.

<b>Cum GPA</b>	The field displays the student's GPA for the current and prior years and is dependent on the number of years included. The student's cumulative GPA can be printed on the multi-year AAR.
<b>Cum Rank</b>	The field displays the student's cumulative rank, which indicates where the student's cumulative average falls as compared to the other student's averages in his grade level.
<b>Number of Students Ranked</b>	The field displays the total number of students ranked, which is based on the number of students in this student's grade level at the time cumulative grade averaging was run.
<b>Date Ranking</b>	The field displays the date on which the cumulative grade averaging utility was run.
<b>Quartile</b>	<p>The field displays value 1, 2, 3, or 4 indicating which quarter of the class the student falls into.</p> <p>The grade level population is divided into four quarters:</p> <p>Quartile 1 = 0 - .25                      Quartile 2 = .25 - .50                      Quartile 3 = .50 - .75                      Quartile 4 = .75 - 1.00</p> <p>The student's cumulative rank is divided by the total number of students in the grade level:</p> <p><math>135 / 541 = 0.249354 = \text{Quartile 1}</math>  <math>139 / 541 = 0.256931 = \text{Quartile 2}</math>  <math>272 / 541 = 0.502772 = \text{Quartile 3}</math>  <math>408 / 541 = 0.754158 = \text{Quartile 4}</math></p> <p>Student's who fall within the first quartile often qualify for college scholarships.</p>

[Grade Reporting Reports > Grades > SGR2060 - Grd Avg and Class Rnk - Info ONLY no Update](#)

Date Run:		Grade Avg and Class Rank Report											Program ID:		
Cnty-Dist: 001-901		(Information ONLY - No Update)											SGR2060		
Campus: 001		001 School											1 of 5		
Student Name	Stu ID	Grd	Gavg Yr	GP Crs Fctr	GP Ttl Val	GP Avg	Num Crs	Num Ttl Val	Num Avg	4pt Crs Fctr	4pt Ttl Val	4pt Avg	Crdt	Rank	Nbr of Stu
ABOYTIA, SHILOH X	000879	11	2019	16	22.2	1.38750	0	0	0.00000	16	25.0	1.56250	0	19	73
ALCORTA, ZADA T	000862	10	2019	8	26.7	3.33750	0	0	0.00000	8	30.0	3.75000	0	13	74
ARANDA, DUSTIN L	006533	11	2019	16	20.8	1.30000	0	0	0.00000	16	25.0	1.56250	0	22	73
ARANDA, KRISTAL M	006565	10	2019	8	26.5	3.31250	0	0	0.00000	8	27.0	3.37500	0	15	74
AREVALO, JACQUELINE M	000870	10	2019	8	26.9	3.36250	0	0	0.00000	8	27.0	3.37500	0	10	74
ARRIAZOLA, DESTINY M	000891	10	2019	8	27.0	3.37500	0	0	0.00000	8	27.0	3.37500	0	8	74
AVILES, EMERALD M	006771	10	2019	8	14.9	1.86250	0	0	0.00000	8	17.0	2.12500	0	58	74
AYALA, DESIRAE M	000971	09	2019	8	25.2	3.15000	0	0	0.00000	8	24.0	3.00000	0	13	64
AZOCAR, BLANCA I	001056	09	2019	8	25.5	3.18750	0	0	0.00000	8	28.0	3.50000	0	11	64
BALDERAS, KODIAK G	000901	11	2019	16	13.9	0.86875	0	0	0.00000	16	16.0	1.00000	0	61	73

SGR2060 provides a break down by school year for each student. The report is used to verify

grade point, numerical, and four-point grade averaging data, as well as credits and class ranking for the year. The report can be used to troubleshoot abnormalities in a student's record.

Grade Reporting Reports > Grades > SGR2070 - Grd Avg Info - By Student (Info Only)

Date Run: <span style="background-color: #cccccc; color: #000000;">                    </span>		Grade Point Grade Averaging **** Information only. No update ****				Program ID: SGR2070				
Cnty-Dist: 001-901		001 School 4sem campus				Page: 20 of 449				
Campus: 001		Sch Year: 2019				Grades used: Semester				
		Exclude Stu Crs Excl from Honor Roll:N								
		Include Courses from Other Campuses:N								
017074      Antu, Juan M						Grade Level: 11				
Course Title	Crs Nbr	Sec	Sem	Grade	Weighted Value	GA Wgt	GA Tbl	Crdt	GPA Override	HRoll Cd
Physics	3401	02	1	082	2.20	1	R	H		
US Hist EDC	4301	08	1	080	2.00	1	R	H		
Art 2 - 2D	6122	05	1	097	3.70	1	R	H		
Ag Pwr Sys	8008	01	1	085	5.00	2	R	H		
Physics	3401	16	2	099	3.90	1	R	H		
US Hist EDC	4301	08	2	080	2.00	1	R	H		
Art 2 - 2D	6122	05	2	082	2.20	1	R	H		
Ag Pwr Sys	8008	01	2	085	5.00	2	R	H		
AgMech Diesel	8023	02	2	097	3.70	1	R	H		
					29.7	11	Grade Avg: 2.7000			

SGR2070 clearly shows how each student's GPA was calculated for each course, including the weights, tables, and values. The report can be printed for one student, grade level, or campus. The **Grade**, **Weighted Value**, and **GA Wgt** fields can be used to verify the GPA calculations for each of the student's courses.

Many campuses print this report at the end of the year to file in each student's permanent record folder.

Example:

**Grades Report Group**

- [SGR2001 - A/B Honor Roll](#)
- [SGR2010 - Numeric Honor Roll](#)
- [SGR2020 - Grade Point Honor Roll](#)
- [SGR2047 - AAR Multi-Year](#)
- [SGR2048 - Summary of Student Credits by Sch Yr](#)
- [SGR2060 - Grd Avg & Class Rnk- Info ONLY no Update](#)
- [SGR2070 - Grd Avg Info - By Student \(Info Only\)](#)
- [SGR2075 - Cumulative Grd Avg Info By Student \(Info Only\)](#)
- [SGR2081 - Student Grade Labels](#)
- [SGR2091 - Elementary Grade Labels](#)
- [SGR4500 - TeacherPortal Assignment Audit Report](#)

**SGR2070 - Grd Avg Info - By Student (Info Only)**

Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text" value="2022"/>	
Campus ID	<input type="text" value="001"/>	⋮
Method (G=Grade Point,N=Numeric)	<input type="text" value="G"/>	
Student ID (Blank for All)	<input type="text"/>	⋮
Grade Level (Blank for All)	<input type="text"/>	⋮
If Grades used = Sem, Include Sem 1 (Y,N)	<input type="text" value="Y"/>	
If Grades used = Sem, Include Sem 2 (Y,N)	<input type="text" value="Y"/>	
If Grades used = Sem, Include Sem 3 (Y,N)	<input type="text"/>	
If Grades used = Sem, Include Sem 4 (Y,N)	<input type="text"/>	
If Grades used = Cyc, Include Sem 1, Cyc 1 (Y,N)	<input type="text"/>	
If Grades used = Cyc, Include Sem 1, Cyc 2 (Y,N)	<input type="text"/>	
If Grades used = Cyc, Include Sem 1, Cyc 3 (Y,N)	<input type="text"/>	
If Grades used = Cyc, Include Sem 2, Cyc 1 (Y,N)	<input type="text"/>	
If Grades used = Cyc, Include Sem 2, Cyc 2 (Y,N)	<input type="text"/>	
If Grades used = Cyc, Include Sem 2, Cyc 3 (Y,N)	<input type="text"/>	
If Grades used = Cyc, Include Sem 3, Cyc 1 (Y,N)	<input type="text"/>	
<b>Process only H.S. Credit Lvl Crs for Middle School (Y,N)</b>	<input type="text"/>	
Exclude Stu Crs Excl from Honor Roll (Y,N)	<input type="text"/>	
Include Courses from Other Campuses (Y,N)	<input type="text"/>	

If you are running grade averaging early computation using the 4th and 5th cycle grades, enter the parameters as follows:

**Grades Report Group**

- [SGR2001 - A/B Honor Roll](#)
- [SGR2010 - Numeric Honor Roll](#)
- [SGR2020 - Grade Point Honor Roll](#)
- [SGR2047 - AAR Multi-Year](#)
- [SGR2048 - Summary of Student Credits by Sch Yr](#)
- [SGR2060 - Grd Avg & Class Rnk- Info ONLY no Update](#)
- [SGR2070 - Grd Avg Info - By Student \(Info Only\)](#)
- [SGR2075 - Cumulative Grd Avg Info By Student \(Info Only\)](#)
- [SGR2081 - Student Grade Labels](#)
- [SGR2091 - Elementary Grade Labels](#)
- [SGR4500 - TeacherPortal Assignment Audit Report](#)

**SGR2070 - Grd Avg Info - By Student (Info Only)**

Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text" value="2022"/>	
Campus ID	<input type="text" value="001"/>	⋮
Method (G=Grade Point,N=Numeric)	<input type="text" value="G"/>	
Student ID (Blank for All)	<input type="text"/>	⋮
Grade Level (Blank for All)	<input type="text"/>	⋮
If Grades used = Sem, Include Sem 1 (Y,N)	<input type="text" value="Y"/>	
If Grades used = Sem, Include Sem 2 (Y,N)	<input type="text" value="Y"/>	
If Grades used = Sem, Include Sem 3 (Y,N)	<input type="text"/>	
If Grades used = Sem, Include Sem 4 (Y,N)	<input type="text"/>	
If Grades used = Cyc, Include Sem 1, Cyc 1 (Y,N)	<input type="text"/>	
If Grades used = Cyc, Include Sem 1, Cyc 2 (Y,N)	<input type="text"/>	
If Grades used = Cyc, Include Sem 1, Cyc 3 (Y,N)	<input type="text"/>	
If Grades used = Cyc, Include Sem 2, Cyc 1 (Y,N)	<input type="text" value="Y"/>	
If Grades used = Cyc, Include Sem 2, Cyc 2 (Y,N)	<input type="text" value="Y"/>	
If Grades used = Cyc, Include Sem 2, Cyc 3 (Y,N)	<input type="text"/>	
If Grades used = Cyc, Include Sem 3, Cyc 1 (Y,N)	<input type="text"/>	
Process only H.S. Credit Lvl Crs for Middle School (Y,N)	<input type="text"/>	
Exclude Stu Crs Excl from Honor Roll (Y,N)	<input type="text"/>	
Include Courses from Other Campuses (Y,N)	<input type="text"/>	

**IMPORTANT:** It is strongly recommended that you hand calculate the GPA for the top students in each grade level, and compare the hand-calculated GPA to the computer-calculated GPA. SGR1925 Student Course Information provides information to help with this process.

[Grade Reporting Reports > Student Schedules > SGR1925 - Student Course Information](#)

Date Run:		Student Course Information				Program ID:	
Cnty-Dist: 001-901		001 School				Page:	
Campus: 001		Sch Year:					
Student ID: 000508		HERNANDEZ, DAKOTA LYNN				Grd Lvl: 12	
						Active: Y	
Crs Nbr: 1040		07 1		ENGLISH 4		Period: 07 - 07 Instr: 201 NIAVEZ, MARIA	
<u>Student Grade/Crs Information</u>				<u>Master Schedule</u>			
Absences				Crs Entry: 08/15/2018		GA Wgt: 1 AAR Use:	
Grade	Ttl	Exc	Un	Sch	Tdy	Citz	Crs WD:
Cyc1: 089	0	0	0	0	0	S	Std Crs AAR Use:
Cyc2: 093	1	1	0	0	0	S	Std Crs Spcl Crs Consid:
Cyc3: 090	1	1	0	0	0	S	GPA Override:
Exam: 093							Transferred: N
Sem: 091							Self Paced: N
Final:							
Credit: P/F Ind							
				Crs Entry: 01/08/2019		GA Wgt: 1 AAR Use:	
Grade	Ttl	Exc	Un	Sch	Tdy	Citz	Crs WD:
Cyc1: 0	0	0	0	0	0		Std Crs AAR Use:
Cyc2: 0	0	0	0	0	0		Std Crs Spcl Crs Consid:
Cyc3: 0	0	0	0	0	0		GPA Override:
Exam:							Transferred: N
Sem:							Self Paced: N
Final:							
Credit: P/F Ind							
				Crs Entry: 01/08/2019		GA Wgt: 1 AAR Use:	
Grade	Ttl	Exc	Un	Sch	Tdy	Citz	Crs WD:
Cyc1: 0	0	0	0	0	0		Std Crs AAR Use:
Cyc2: 0	0	0	0	0	0		Std Crs Spcl Crs Consid:
Cyc3: 0	0	0	0	0	0		GPA Override:
Exam:							Transferred: N
Sem:							Self Paced: N
Final:							
Credit: P/F Ind							
				Crs Entry: 01/08/2019		GA Wgt: 1 AAR Use:	
Grade	Ttl	Exc	Un	Sch	Tdy	Citz	Crs WD:
Cyc1: 0	0	0	0	0	0		Std Crs AAR Use:
Cyc2: 0	0	0	0	0	0		Std Crs Spcl Crs Consid:
Cyc3: 0	0	0	0	0	0		GPA Override:
Exam:							Transferred: N
Sem:							Self Paced: N
Final:							
Credit: P/F Ind							

SGR1925 can be used to verify data and troubleshoot problems identified in the SGR2070 report.

The data in the report can be used to do manual calculations.

- The semester number is displayed between the course-section and course title.
- Note the **Crs WD** date. If withdrawn courses are *not* included, you must not include these courses in manual calculations.
- Note the **GPA Override** code if it exists. Note if it is different than the GA Table for the course. If the student's grade averaging table is different than the grade averaging table for the course, his calculations will be different.
- If the **Self Paced** field contains Y, you must determine if the course should be included or excluded from calculations.
- The **GA Weight** is the number of times the course is counted in the GPA calculations, or if the course is excluded.
- The **GA Table** indicates the grade averaging table used for the course. Note if this is different than the student's **GPA Override** code.

- In the **Grade Crs** field, note if the course is graded or not.
- For four-semester campuses, note the **Exam/Sem Pattern**. If set to 2, students only receive semester averages in semesters 2 and 4 for two-semester courses. One-semester courses can have semester averages in all four semesters.

- [Run the Cumulative Grade Averaging and Class Ranking utility.](#)

[Grade Reporting > Utilities > Cumulative Grd Avg and Class Ranking](#)

This utility uses grade averaging data for multiple years to determine class ranking. The program adds the values of each selected year and divides this by the sum of the courses factors for those years.

Two reports are generated:

- A report of options selected on the page and on the Campus Control Options tabs.
- A listing by the sort order selected. The report is similar to [SGR2060 - Grd Avg and Class Rnk - Info ONLY no Update](#) but includes totals.

<b>School Year</b>	The current school year is displayed, as specified on <a href="#">Maintenance &gt; Tables &gt; District Control Table</a> .	
<b>Campus</b>	The campus to which you are logged on is displayed.	
<b>Campus Control Information</b>	Data from the <b>Grade Averaging Information</b> section on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; H Roll &amp; Gr Avg</a> is displayed for your reference. Verify the settings before running the utility.	
	<b>Nbr of Decimal Points</b>	The number of places to the right of the decimal point to which grade averages are computed is displayed.
	<b>Grade Avg 4pt Scale</b>	The field indicates if four-point grade averaging information will print on the report.
	<b>Incl WD Stu in Avg</b>	If selected, grade averages are computed for students who withdrew after the first cycle.
	<b>Incl WD Stu in Rank</b>	If selected, withdrawn students are included in the class rank.

<b>Credit Level</b>	Select the credit level to be processed.
---------------------	--

<b>Process</b>	<b>Grade Point Grade Averaging</b>	Select to use the Grade Averaging tables (i.e., <a href="#">Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Grade Averaging Table</a> ).
	<b>Numeric Grade Averaging</b>	Select to use the Numeric Grade Average Operator/Value table (i.e., <a href="#">Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Num Grade Avg Operator/Value</a> ).

<b>Grades</b>	<p>Select the current year grade level(s) to process. Or, click <b>All Grade Levels</b> to process all listed grade levels. You must select at least one grade level.</p> <ul style="list-style-type: none"> <li>• To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows.</li> <li>• To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.</li> </ul> <p>It is common for campuses to run this utility for seniors once they have run early computations and determined the valedictorian and salutatorian. Once grades are final for the year, the campus may run the utility again for 12th grade (depending on district policy).</p>	
<b>Other Options</b>	<b>Report Sort Order</b>	Select the order in which to print the Grade Averaging Cumulative report.
	<b>Print Credit</b>	Select to print the student's total credits for the years included in the cumulative grade averaging. Most campuses select this option.
	<b>Print Detail</b>	Select to list the prior year grade averaging information. It is recommended that you select this option, because it allows you to see the values used to calculate the student's cumulative grade averaging. If not selected, only the student's total cumulative grade averaging information is printed.
	<b>If Graduated WD Students are to be included, Enter the WD Code</b>	<p><b>It is recommended that this field be set to 01 (Graduated).</b></p> <p>If graduated withdrawn students will be included in grade averaging and class ranking, select a withdrawal code to indicate which graduated withdrawn students should be included in cumulative grade averaging. This field overrides the <b>Incl Wdrawn Stu in Avg/Rank</b> fields on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; H Roll &amp; Gr Avg</a>.</p> <p>Be sure the grade averaging policy in the campus handbook explains which graduated seniors are included/excluded in the grade averaging and class rank.</p>

**TIP:** You can run the utility multiple times back to back, changing the settings of the **Report Sort Order** and **Print Detail** fields to get different reports:


- (Default) **Report Sort Order** is *Grd Lvl*, and **Print Detail** selected: Prints all years sorted by rank.


- **Report Sort Order** is *Grd Lvl*, and **Print Detail** is not selected: Prints one cumulative line per student.
- **Report Sort Order** is *Alpha*, and **Print Detail** is selected: Prints all years in alpha order.
- **Report Sort Order** is *Alpha*, and **Print Detail** is not selected: Prints one cumulative line per student in alpha order.

☐ Click **Execute**.


- When the process is finished, two reports are displayed. [View the reports](#).

### Review the report using the following buttons:

Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

### The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

- Cumulative Grade Averaging Report - Options Selected - Displays the options selected when the utility was run.
  - Grade Averaging Cumulative Report - Displays the results of the utility according to the selections of the **Report Sort Order** and **Print Detail** fields.
- A message is displayed indicating that cumulative grade averaging and class ranking is completed.
- Click **OK**.
- The following fields are updated on [Maintenance > Student > Individual Maint > Grade Avg](#):

**Cum GPA**

**Cum Rank**

**Nbr of Students Ranked**

**Date Ranking**

**Quartile**

### Numeric Average Calculation

Crdt Lvl	Year	Nbr Crs	Total Points	Avg	Grd Pt Average	4 Point
H	2021	5	470.0000	94.0000	0	0.0000
H	2020	5	419.0000	83.8000	5	0.0000
H	2019	10	911.0000	91.1000	10	0.0000
H	2018	8	748.0000	93.5000	0	0.0000
H	2017	8	748.0000	94.8750	0	0.0000

Cum GPA: 91.0000    Nbr of Students Ranked: 66    Date Ranking: 06/01/2021    Quartile: 3

**Total Points ÷ Nbr Crs with Crdt Lvl H = Cum GPA**

Example: 2548 ÷ 28 = 91.0000

### Grade Point Average Calculation

Crdt Lvl	Year	Nbr Crs	Total Points	Avg	Grd Pt Average	4 Point
H	2020	0	0.0000	0.0000	16	44.2000
H	2019	0	0.0000	0.0000	14	36.1000

Cum GPA: 2.676    Nbr of Students Ranked: 161    Date Ranking: 06/01/2021    Quartile: 3

**Total Points ÷ Nbr Crs with Crdt Lvl H = Cum GPA**

Example: 80.3 ÷ 30 = 2.676

### 4 Point Average Calculation

Crdt Lvl	Year	Nbr Crs	Total Points	Avg	Grd Pt Average	4 Point
H	2020	0	0.0000	0.0000	16	44.2000
H	2019	0	0.0000	0.0000	14	36.1000

Cum GPA: 2.676    Cum Rank: 0    Nbr of Students Ranked: 161    Date Ranking: 06/01/2021    Quartile: 3

**Total Points ÷ Nbr Crs with Crdt Lvl H = Cum GPA**

Example: 102 ÷ 32 = 3.187

**NOTE:** The cumulative **4 Point** average does not appear on Grd Avg, but will print to the AAR - SRG2047 report.

- [Print AAR transcripts.](#)

The Academic Achievement Record (AAR) and/or Transcript is an official record of a student's academic performance while in high school, which may also include high school courses completed in middle school. Use TEA's [2012 Minimum Standards for the AAR](#) for guidance.

**NOTE:** The transcript can be printed to include the details of various test scores that the student has on his record in Test Scores Application. Review the help for an explanation of the different options when printing the test scores page.

AAR Transcript can be printed two ways:

- Multiple students: [Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR2047 - AAR Multi-Year](#)
- Individual student: [Grade Reporting > Maintenance > Student > Individual Maint > Cumulative Courses \(Print AAR or Print AAR/Tst Scr button\)](#)

Some of the information displayed depends on the options selected and where it is printed from.

State of Texas										Page 1 of 6	4/29/2	
Academic Achievement Record												
Name:	Acevedo, Nicholas Ryan			District:	TXEIS ISD							
Student ID:	370382		SSN:	XXX-XX-6977		School:	001 001 School 4sem campus					
Birth Date:	11/09/2000		Gender:	Male		Sch Addr:	83398 001 Street					
			Race:	White			Alamo City, TX 47764					
Par/Guard:	Acevedo, Stephen R.			Sch Phone:	(555) 435 -7150			CBCC: 440265				
	85400 Miles Rd #2											
	Alamo City, TX 46014											
TEXAS Grant Ind:	Exit Level Assessment			EOC Assessments			Schools Awarding Credit					
Eng Lang Arts:			Science:	13-2016 Algebra 1		II		2016 001901 001		2017 001901 0		
Mathematics:			Social Studies:	15-2016 Biology 1		II		2018 001901 001		2019 001901 0		
				15-2016 English 1		II						
				16-2017 English 2		Approaches						
				15-2018 U.S. History		Masters						
				Svc ID	SE	Sem 1	Sem 2	Avg	Cr			
<b>Language Arts</b>												
2015/2016 ENG 1				03220100		085	086	086	1.0			
2016/2017 ENG 2				03220200		088	081	085	1.0			

## Header Information (repeated on all pages of the AAR)

<b>AAR Section</b>	<b>AAR Field</b>	<b>Breadcrumb</b>	<b>Field</b>
<b>Student Demographic Data</b>			
	<b>Name</b>	<a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo1</a>	<b>Name</b>
	<b>Student ID</b>	<a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo1</a>	<b>Student</b>
	<b>SSN (optional when running SGR2047; included (not masked) if printed from Cumulative Courses tab)</b>	<a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo1</a>	<b>SSN</b>
	<b>Birth Date</b>	<a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo1</a>	<b>DOB</b>
	<b>Gender</b>	<a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo1</a>	<b>Sex</b>
	<b>Race</b>	<a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo1</a>	<b>White, Black/African American, Asian, American Indian/Alaskan Native, Hawaiian/Pacific Isl</b>
	<b>Par/Guard</b>	<a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Contact</a>	<b>Name, Address</b>
	<b>TEXAS Grant Ind</b>	<a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Graduation</a>	<b>Texas Grant Eligibility</b>
<b>District and Campus Demographic Data</b>			
	<b>District</b>	<a href="#">Registration &gt; Maintenance &gt; District Profile &gt; District Information &gt; District Maintenance &gt; Demographic Info</a>	<b>District Name</b>
	<b>School</b>	<a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Demographic Info</a>	<b>Campus ID Campus Name</b>
	<b>Sch Addr</b>	<a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Demographic Info</a>	<b>Street Nbr, Street Name, City, State, Zip Code, +4</b>
	<b>Sch Phone</b>	<a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Demographic Info</a>	<b>Phone</b>
	<b>College Board Campus Code (CBCC)</b>	<a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Control Info</a>	<b>College Board Campus Code Number</b>
<b>Exit Level Assessment</b>			

AAR Section	AAR Field	Breadcrumb	Field
	Eng Lang Arts Mathematics Science Social Studies	<a href="#">Test Scores &gt; Maintenance &gt; Individual Maintenance &gt; TAKS</a>	Reading ELA Math Writing Science Social Studies
<b>EOC Assessments</b>			
	Admin Date & Subject	<a href="#">Test Scores &gt; Maintenance &gt; Individual Maintenance &gt; EOC</a>	Season Admin Year EOC Type
<b>Schools Awarding Credit</b>			
	Year County-district Campus	<a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Prior Yr Transfer</a> (if transferred from another district) <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grd/Crs Maint</a> (historical or current year)	School Year County/District Campus

## Courses, Grades, & Credits

	Svc ID	SE	Sem 1	Sem 2	Avg	Cr		Svc ID	SE	Sem 1	Sem 2	Avg
<b>Language Arts</b>												
2015/2016 ENG 1	03220100		085	086	086	1.0						
2016/2017 ENG 2	03220200		088	081	085	1.0						
2017/2018 ENG 3	03220300		080	084	082	1.0						
<b>Mathematics</b>												
2015/2016 ALG 1	03100500		081	086	084	1.0						
2016/2017 MTHMOD	03102400		082	077	080	1.0						
2017/2018 GEOM	03100700		075	077	076	1.0						
2018/2019 ALG 2	03100600		078			0.5						
<b>Science</b>												
2015/2016 BIO	03010200		093	094	094	1.0						
2016/2017 CHEM	03040000		089	084	087	1.0						
2017/2018 PHYSICS	03050000		075	077	076	1.0						

<b>Course name</b>	<a href="#">Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; District Schedule</a>	<b>Course Number Title Service ID</b>
<b>Sem #, Avg, Cr</b>	TeacherPortal <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint</a>	<b>Semester 1 Semester 2 Average Credit</b>
<b>SE (special course considerations)</b>	<a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grd/Crs Maint</a> then <a href="#">Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; Campus Schedule &gt; Section</a> then <a href="#">Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; District Schedule</a>	<b>Special Crs Consid Special Consid Spec Cons</b>

**NOTE:**

The title and placement of the course on the transcript is based on the **Service ID** as assigned in the [district master schedule](#). A course can be placed under a different subject heading by using **AAR Use Override** in the [district master schedule](#), the [campus section record](#), or the student's [Grd/Crs Maint](#) tab.

Semester grades and final averages are determined according to campus settings and information entered and calculated within TeacherPortal and/or Grade Reporting. Credits are assigned according to course and campus settings and the student's grades. Courses without a semester grade are not included on the AAR.

If credit is being denied due to excessive absences:

- Enter NC in the **Credit** field on [Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint](#).
- Or, select **Exc Abs #** on [Grade Reporting > Maintenance > Student > Individual Maint > Prior Yr Transfer](#).

2023/2024 AGMECHMT	13002200	087	0.5	Credit Totals(State): 28.5
2023/2024 BUSMGT	13012100	096	0.5	State: 28.5
Date of Class Rank: 05/23/2023	Quartile: 1	Date of Certificate of Coursework Completion:		
Rank: 1	Class Size: 15	Date of Graduation:		
GPA: 3.0780	College 4 point: 3.5617	Graduation Program Type: FHS Program Distinguished		
CPR Dt Completed: 05/18/2023	Signature and Title of School Official:	Endorsements: Multi Disciplinary Studies(Pursuing).		
Speech Dt Completed: 05/18/2023				
POII Dt Completed: 09/23/2020				
Financial Aid App Met Date: 03/2024	COUNSELOR			
Notes: A passing grade is 70 or above. P=Pass F=Fail; # = 3rd or 4th part of the course;* = No credit awarded due to excessive absences; Texas Grant Indicator 1,2 & 5 = Eligible; SE = Special Explanation Code; A=AdvTechCr; C=Correspondence Course; D=Dual Credit; E=Credit By Exam (80%); G=Gifted/Talented; H=Honors; I=IB Course; J=Course Completed Prior to Grade 9; K=Pre IB Course; L=Local Credit; M=Magnet Course; P=AP Course; Q=Pre AP Course; R=Summer School, Night School, or other instructional arrangement; T=Credit Awarded by Examination (70%); V=Modified Content; X=Innovative Course; Z=Distance Learning; 1=PE equivalency or PE waiver; 2=Part of a coherent sequence of CTE courses; 3=Transfer credit from non-Texas public school; 4=CTE course that satisfy another graduation requirement; 7=TEKS-based; 8=Course to satisfy LOTE reqmnts; 9=To satisfy 4th science reqmnts FHSP; 10= FHSP course; DNR=Does Not Rank; POII=Peace Officer Interaction Instruction. Refer to current Minimum Standards for Appropriate Use.				

<b>Credit Totals (State and/or Local)</b>	<a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Cumulative Courses</a>	<b>Credit-Totals (non-Local service ID)</b>
<b>State</b>	<a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Cumulative Courses</a>	<b>Credit-State and/or Credit-Local</b>
<b>Local</b>	<a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Cumulative Courses</a>	<b>Credit-Local (Service ID = 8xxxxxxx)</b>

## Class Rank & GPA Information

(Optional; use the report parameters or the **Display** fields on the Cumulative Courses tab to

select which data to print; calculated by [Grade Averaging and Class Ranking](#) and [Cumulative Grade Averaging and Class Ranking](#) utilities)

<b>Date of Class Rank</b>	<a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grade Avg</a>	<b>Date Ranking</b>
<b>Class Size</b>	<a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grade Avg</a>	<b>Nbr of Students Ranked</b>
<b>Rank</b>	<a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grade Avg</a>	<b>Cum Rank</b>
<b>College 4 point</b>	<a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grade Avg</a>	
<b>GPA</b>	<a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grade Avg</a>	<b>Cum GPA</b>
<b>Quartile</b>	<a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grade Avg</a>	<b>Quartile</b>
<b>CPR Dt Completed</b>	<a href="#">Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance &gt; PGP</a> (if student has PGP) or <a href="#">Registration &gt; Maintenance &gt; Student &gt; Graduation</a> (if student does not have a PGP)	<b>CPR Date Completed</b>
<b>Speech Dt Completed</b>	<a href="#">Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance &gt; PGP</a> (if student has PGP) or <a href="#">Registration &gt; Maintenance &gt; Student &gt; Graduation</a> (if student does not have a PGP)	<b>Speech Date Completed</b>
<b>POII Dt Completed</b>	<a href="#">Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance &gt; PGP</a> (if student has PGP) or <a href="#">Registration &gt; Maintenance &gt; Student &gt; Graduation</a> (if student does not have a PGP)	<b>Peace Officer Interact Date Completed</b>
<b>Financial Aid Application</b>	<a href="#">Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance &gt; PGP</a> (if student has PGP) or <a href="#">Registration &gt; Maintenance &gt; Student &gt; Graduation</a> (if student does not have a PGP).	<b>Financial Aid Application</b>
<b>Signature and Title of School Official</b>		A signature line is displayed. The title entered in the <b>Title of School Official</b> parameter is printed in all caps below the line; otherwise, blank. No title is printed when run from the Cumulative Courses tab.  <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>College 4 point: 2.3000</p> <p>Signature and Title of School Official:</p> <p>_____</p> <p>PRINCIPAL</p> </div>

**NOTE:**

Class Rank & GPA Information information can be verified using [Grade Reporting Reports > Grades > SGR2070 Grd Avg Info - By Student \(Info Only\)](#).

Always double-check at least several students at each level (Honors, Regular, Sp Ed, etc.)

If corrections are needed:

- Change the **GA Table** field on [Grade Reporting > Maintenance > Master Schedule > District Schedule](#).
- Or, use **GPA Override** on [Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint](#) to change an individual student's grade-course record. Or, select **&** exclude the student's course and semester from grade averaging (e.g., if the course has been counted before).
- Or, use the **GA Wgt** field on [Grade Reporting > Maintenance > Master Schedule > District Schedule](#) to exclude the grades for an entire subject.

The **Rank** and/or **GPA** are printed according to the **Print Rank & GPA** parameter/**Display** fields. If you select to not print rank and/or GPA, the field names are displayed, but **GPA** is blank, and "DNR" (do not rank) is displayed for **Rank**.

Display

Rank & GPA  Rank Only  GPA Only

College 4pt

Quartile

An asterisk \* is displayed next to the semester grade on the AAR (indicating excessive absences) if **N.C.** is entered in the **Credit** field for that semester on [Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint](#). All other codes referenced in the legend (A, C, D, etc.) are entered in **Spec Cons** fields on [Grade Reporting > Maintenance > Master Schedule > District Schedule](#). These can be overridden on [Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course](#) and [Section](#), and on [Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint](#), if the course or student has been at your campus. **NOTE:** If a student enters the campus after the 9th grade, then use the **AAR Use** field on [Prior Yr Transfer](#) tab to place the info appropriately.

- The **Spec Cons** field is one character, so code 0 is used instead of 10 is for *FHSP endorsement course*.
- **Spec Cons** code V is submitted with the TReX file but will not print on the AAR.

## Graduation Information

<b>Date of Certificate of Coursework Completion</b>	<a href="#">Registration &gt; Maintenance &gt; Student &gt; Graduation</a>	<b>Cert of CrsWrk Date Completed</b>
<b>Date of Graduation</b>	<a href="#">Registration &gt; Maintenance &gt; Student &gt; Graduation</a>	<b>Graduation Date</b>
<b>Graduation Program Type</b>	<a href="#">Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance &gt; PGP</a> (if student has PGP) or <a href="#">Registration &gt; Maintenance &gt; Student &gt; Graduation</a> (if student does not have a PGP)	<b>Graduation Plan AAR Grad Plan (PEIMS Description)</b>
<b>Endorsements</b>	<a href="#">Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance &gt; PGP</a> (if student has PGP) or <a href="#">Registration &gt; Maintenance &gt; Student &gt; Graduation</a> (if student does not have a PGP)	<b>Endorsements</b>

## Test Scores

No test score sections are printed on the AAR if you print from the Cumulative Courses tab using the **Print AAR** button.

If you print from the Cumulative Courses tab using the **Print AAR/Tst Scr** button or from SGR2047, each test score section is optional.

You can display dates only, all scores and dates, or best scores and dates only (For ACT and SAT: Date and scores for the exam with the best total score. For EOC and AP: Best score and date of the score for each subject. For TAKS: N/A. See online Help for additional information.)

When running AARs from SGR2047, these options are controlled by parameters. When running a student's AAR from the Cumulative Courses tab (**Print AAR/Tst Scr** button), these options are controlled by the **Test Scores** fields. If no check box is selected, that test section will not print on the AAR.

**Test Scores**

	Date	Scores	Best
TAKS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SAT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EOC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AP	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TSIA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click Retrieve to refresh the screen when making changes.

[Print AAR/Tst Scr](#)

**TAKS Test - All** [Test Scores > Maintenance > Individual Maintenance > TAKS](#)

**TAKS Test - All**

Reading/ELA	Admin Date	Grd Lvl	Test Version	Score Cd	Met Standard	Raw Score	Scale Score	Commended	Written Comp
	04-2010	03	TAKS	S	1	35	0733	1	
	04-2011	04	TAKS	S	1	38	0726	1	
Math	Admin Date	Grd Lvl	Test Version	Score Cd	Met Standard	Raw Score	Scale Score	Commended	
	04-2010	03	TAKS	S	1	37	0640	1	
	04-2011	04	TAKS	S	1	39	0698	1	
Writing	Admin Date	Grd Lvl	Test Version	Score Cd	Met Standard	Raw Score	Scale Score	Commended	Written Comp
	04-2011	04	TAKS	S	1	23	2290	0	3
Soc Studies	Admin Date	Grd Lvl	Test Version	Score Cd	Met Standard	Raw Score	Scale Score	Commended	
Science	Admin Date	Grd Lvl	Test Version	Score Cd	Met Standard	Raw Score	Scale Score	Commended	

**SAT Test - All** [Test Scores > Maintenance > Individual Maintenance > SAT](#)  
**ACT Test - All** [Test Scores > Maintenance > Individual Maintenance > ACT](#)

**SAT Test - All**

	Admin Date	Ed Lvl	Section Scores									
			Reading	Math	Writing	Essay	Writing MC	Total	Ev-Based Read/Writ	Math	Total	
Scores	03-21-2018	6	26	23.0	25				0074	510	460	970
National Percentile			44	29	40					42	29	34
State/Rep Percentile			56	32	47					51	32	34
Scores	07-25-2018	5	25	25					0050			
National Percentile												
State/Rep Percentile												
Scores	08-01-2018	4	30	30	30				0090			
National Percentile												
State/Rep Percentile												
<b>ACT Test - All</b>												
	Admin Date	Loc	Grd Lvl	English	Math	Reading	Science	Comb English	Writing	Composite	Total	
Scores	05-2018		07	25	25	25	25		02	36	100	
National Percentile				026	027	028	029		012	030		

**EOC Test - All** [Test Scores > Maintenance > Individual Maintenance > EOC](#)

<b>EOC Test - All</b>							
<u>EOC Type</u>	<u>Test</u>					<u>Met TAKS</u>	<u>Progress</u>
	<u>Admin Date</u>	<u>Grd Lvl</u>	<u>Cnty/Dist/Camp</u>	<u>Test Admin Mode</u>	<u>Test Version</u>	<u>Equiv Stds</u>	<u>Measure</u>
Biology	15-2017	10	015-912-001	Paper Test	STAAR		
English II	15-2017	10	015-912-001	Paper Test	STAAR		
U.S. History	15-2018	11	015-912-001	Paper Test	STAAR		
<u>EOC Type</u>	<u>Score 1</u>	<u>Score 2</u>	<u>Score 3</u>	<u>Score 4</u>	<u>Score 5</u>	<u>Score 6</u>	<u>Score 7</u>
Biology	04	06	05	07	06		
English II	07	10	12	06	07	08	
U.S. History	21	09	09	11			
<u>EOC Type</u>	<u>Raw Score</u>	<u>Scale Score</u>	<u>Met Stand</u>	<u>Comm Perf</u>	<u>Score Code</u>	<u>Score Default</u>	
Biology	28	3820			Score		
English II	50	4125			Score		
U.S. History	50	4261			Score		
<u>EOC Type</u>	<u>Student Passing Standards</u>			<u>Student Academic Performance</u>			<u>Acad Perform Phase-in 1</u>
	<u>Level II:</u>	<u>Level III:</u>		<u>Lvl I: Min</u>	<u>Lvl II: Satis</u>	<u>Lvl III: Adv</u>	<u>Lvl I: Min</u>
Biology	Phase-in 2 Passing Standard				Y	N	
English II	Phase-in 2 Passing Standard				Y	N	
U.S. History	Phase-in 2 Passing Standard				Y	N	
<u>EOC Type</u>	<u>Academic Perform Phase-in 2</u>		<u>Academic Perform Recommended</u>		<u>Advanced Academic Perform</u>		
	<u>Lvl I: Min</u>	<u>Lvl II: Satis</u>	<u>Lvl I: Min</u>	<u>Lvl II: Satis</u>	<u>Lvl III: Phase-in</u>	<u>Lvl III: Rcmnd</u>	
Biology					N		

**AP Test - All** [Test Scores > Maintenance > Individual Maintenance > AP](#)

<b>AP Test - All</b>								
<u>Exa Code</u>	<u>Exam Description</u>	<u>AP Number</u>	<u>Grd Edu Level</u>	<u>Admi Year</u>	<u>Exam Score</u>	<u>Irregularity Code 1</u>	<u>Irregularity Code 2</u>	<u>Class Section Code</u>
93	World History	48962718	11th Grade	2017	2			0
36	English Language and Composition	48962718	11th Grade	2018	1			0
<u>Exam Code</u>	<u>Award 1 Type</u>	<u>Award 2 Type</u>	<u>Award 3 Type</u>	<u>Award 4 Type</u>	<u>Award 5 Type</u>	<u>Award 6 Type</u>		
93								
36								
<u>Exam Code</u>	<u>College Code</u>	<u>Date of Report</u>						
93	006032	11-26-18						
36	006032	11-26-18						

## Performance Acknowledgments

(Optional when you run SGR2047; not included when printed from a student's Cumulative Courses tab.)

Performance Acknowledgments			
Outstanding Performance on Assessment:		SAT	
Bilingual/ Biliteracy:			
Dual Credit:			
Associate Degree:	No		
Industry Credentials or Certification			
Origin	Credential/Certification	Date	
	05 - Outstanding Performance on SAT	03/21/2018	
College Board AP/IB Examinations			
Admin	Month	Code	Description
2018	05	029	Acknowledgment for AP: Spanish Literature and Culture
2017	05	028	Acknowledgment for AP: Spanish Language and Culture

<b>Outstanding Performance on Assessment</b>	<a href="#">Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance &gt; Performance Acknowledgement</a>	<b>Outstanding Performance Assessment</b> (“N/A” if not applicable)
<b>Bilingual/Biliteracy</b>	<a href="#">Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance &gt; Performance Acknowledgement</a>	<b>Bilingual/Biliteracy</b> (Blank if not applicable)
<b>Dual Credit</b>	<a href="#">Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance &gt; Performance Acknowledgement</a>	<b>Dual Credit</b> (Blank if not applicable)
<b>Associate Degree</b>	<a href="#">Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance &gt; Performance Acknowledgement</a>	<b>Associate Degree</b> (Yes/No)
<b>Industry Credentials or Certification</b>	<a href="#">Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance &gt; PGP</a>	<b>Industry Credentials or Certification</b> (Blank if not applicable)
<b>College Board AP/IB Examinations</b>	<a href="#">Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance &gt; Performance Acknowledgement</a>	<b>College Board AP/IB Examinations</b> (Blank if not applicable)



## Back Cover