Completing the End-of-Term Process

At the end of each grading term, grades must be permanently stored as part of each student’s historical grade record. For example, at the end of Quarter 1, the final grades each student earned in Q1 must be stored as historical grades.

To confirm that the grades you store for each grading term are correct, you must validate that each teacher has entered grades for students. In addition, each teacher should verify that the grades appearing in PowerSchool are correct for each student.

During the end-of-term process, you not only permanently store each student’s final grade for a grading term, but also award graduation credit.

Begin preparing to permanently store student grades a week or two before the end of the term. Starting early ensures that you will have enough time to confirm that teachers have entered grades for students, as well as allow teachers enough time to finalize and verify student grades.

**Note:** Although many staff members are involved in the end-of-term process, one person at each school should coordinate the completion of each step and perform the Permanently Store Grades function.

**Step One: Set a Final Grade Deadline**

You must permanently store grades within *one month* after the end of the grading term. Consequently, teachers should finalize student grades expeditiously after the grading period ends. Set and announce a deadline by which teachers must have grades finalized. For example, some schools store grades a week after the grading term ends; teachers must finalize student grades a day or two before that date.

**Step Two: Run the Student Schedule Listing Report**

After you announce the final grade deadline to teachers, use the Student Schedule Listing report to find any teachers who have not entered any grades for the current term. Once identified, these teachers may require special reminders, assistance, or follow-up training to meet the final grade deadline.

Using the Student Schedule Listing report, look through the students’ schedules for classes that have an underscore (_) listed in place of a grade. These teachers have not entered any assignment information for the course listed. Use this report to note the names of the teachers who need follow-up attention before the final grade deadline.

A day or two before the store grade deadline, run the Student Schedule Listing report again and double-check that those teachers who had not previously entered grades have now done so.

**Note:** Some courses, such as Released Time or Work Release, may not have grades associated with them and may be ignored.

**Step Three: Print Grade Verification Reports**

After the final grade deadline, use the Class Rosters (PDF) report to print and distribute student grade verifications for each teacher. On this report, you can choose to include a wide variety of student information. For example, for each teacher’s courses, you can include the students’ names, grades, grade percentages, absences, and tardies.
After you distribute these reports, teachers can review the current grade and attendance information for each student by class. If teachers need to make a correction to a student’s grade, they can do so in PowerGrade and save the updated class information; PowerGrade automatically updates PowerSchool with any changes. Some schools require that teachers sign the report once they have reviewed it and return it to the office. **Important** If the information in the class roster report differs greatly from the information in a teacher’s gradebook, have your PowerSchool administrator verify the network/Internet communication between the teacher’s computer and the PowerSchool server.

You can customize the heading text and roster columns on the Class Rosters (PDF) report to fit a variety of tasks. Some of the possible codes you can use in the heading text field include:

<table>
<thead>
<tr>
<th>Code</th>
<th>Does This</th>
<th>Example Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>^(teachernamel)</td>
<td>Displays the teacher’s name.</td>
<td>Barker, Richard</td>
</tr>
<tr>
<td>^(expression)</td>
<td>Displays the period(day) combination of the section.</td>
<td>3(B)</td>
</tr>
<tr>
<td>^(coursename)</td>
<td>Displays the name of the course.</td>
<td>Algebra 1</td>
</tr>
<tr>
<td>^(no_of_students)</td>
<td>Displays the number of students currently enrolled in the section.</td>
<td>27</td>
</tr>
<tr>
<td>^(maxenrollment)</td>
<td>Displays the maximum number students who can be enrolled in the section.</td>
<td>35</td>
</tr>
<tr>
<td>^(room)</td>
<td>Displays the room number where the section meets.</td>
<td>210</td>
</tr>
</tbody>
</table>

Use the information in the table above to format the information you will use in the heading text of a Class Rosters (PDF) report:
You format the columns of information you want to include in a Class Rosters (PDF) report using the "Roster columns" field. Enter the information in this format:

```
student field or roster code \ column title \ column width (in inches) \ alignment
```

For example, to format a Quarter 1 grade verification report which includes student name, grade level, final grade, final grade percent, number of absences, number of tardies, and teacher comment, you would enter:

```
lastfirst\Name\1.75\L
grade_level\Grade\.5\C
^\(pg.final.grade;Q1)\Q1\.5\C
^\(pg.final.percent;Q1)\%\.5\C
^\(att;abs;Q1)\Abs\.5\C
^\(att;tar;Q1)\Tar\.5\C
^\(teachercomment)\Comment\1.5\L
```

Some of the possible codes you can use in the roster column field include:

<table>
<thead>
<tr>
<th>Example Code</th>
<th>Does This</th>
<th>Example Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>^(pg.final.grade;Q1)</td>
<td>Displays the student's current Q1 final grade.</td>
<td>A-</td>
</tr>
<tr>
<td>^(pg.final.percent;Q1)</td>
<td>Displays the student's current Q1 final percent.</td>
<td>93</td>
</tr>
<tr>
<td>^(pg.final.citizenship;Q1)</td>
<td>Displays the student's current Q1 citizenship mark.</td>
<td>U</td>
</tr>
<tr>
<td>^(teachercomment)</td>
<td>Displays the current teacher comment.</td>
<td>Progressing well in class.</td>
</tr>
<tr>
<td>^(historical;Q1;grade)</td>
<td>Displays the student's stored Q1 final grade.</td>
<td>B+</td>
</tr>
<tr>
<td>^(historical;Q1;percent)</td>
<td>Displays the student's stored Q1 final percent.</td>
<td>89</td>
</tr>
<tr>
<td>^(historical;Q1;citizenship)</td>
<td>Displays the student's stored Q1 citizenship mark.</td>
<td>S</td>
</tr>
<tr>
<td>^(historical;Q1;earnedcrhrs)</td>
<td>Displays the number of credits that were stored for the student in Q1.</td>
<td>0.5</td>
</tr>
<tr>
<td>Code</td>
<td>Does This</td>
<td>Example Result</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td><code>^historical;Q1;comment</code></td>
<td>Displays the stored Q1 teacher comment.</td>
<td>Has appropriate work habits.</td>
</tr>
<tr>
<td><code>^historical;Q1;datestored</code></td>
<td>Displays the date that the Q1 grade was stored.</td>
<td>11/05/2004</td>
</tr>
<tr>
<td><code>^att;abs;Q1</code></td>
<td>Displays the total number of absences for Q1.</td>
<td>7</td>
</tr>
<tr>
<td><code>^att;tar;Q1</code></td>
<td>Displays the total number of tardies for Q1.</td>
<td>2</td>
</tr>
<tr>
<td><code>^att;X;Q1</code></td>
<td>Displays the total number of occurrences of the specified attendance code for Q1.</td>
<td>3</td>
</tr>
<tr>
<td><code>^att;S;10/1/2004;10/31/2004</code></td>
<td>Displays the total number of occurrences of the specified attendance code for the date range.</td>
<td>1</td>
</tr>
<tr>
<td><code>^attpoints</code></td>
<td>Displays the total number of attendance points the student accumulated in the teacher's class.</td>
<td>10</td>
</tr>
<tr>
<td><code>^attpoints;Q1</code></td>
<td>Displays the total number of attendance points the student accumulated in the teacher's class during Q1.</td>
<td>7</td>
</tr>
</tbody>
</table>

Use the information in the table above to format the information you will use in the “Roster columns” field of a Class Rosters (PDF) report:
Step Four: Permanently Store Grades

After teachers review the verification reports and make any necessary changes to students’ grades, you can permanently store grades for the grading term. Permanently storing grades copies each student’s final grade information as of the moment you store it and makes it part of the student’s historical grade record. Graduation credit, if applicable, can also be awarded when grades are stored.

To permanently store grades successfully, you must be able answer the following questions:

What store code and final grade will be used to store grades?
The store code is a two-digit code that indicates the term in which the students earned the grade, such as Q1 or S2. The final grade refers to the which final grade column in the teachers’ gradebooks is going to be stored. The store code and final grade are usually the same.

Which student enrollments should be considered when grades are stored?
What do you do with those students who dropped a course one week after the grading period began? Or, what do you do with students who transferred to your school two weeks before the end of the grading period? You need to determine which enrollments you will use to store final term grades.

When storing grades, there are two ways to select the enrollments for final term grades:
• Exclude enrollments for students who enrolled in a course after a specified date or dropped a course before a specified date.
• Include only enrollments that are currently active and were active on a specified date during the grading term.

What credit must be awarded for courses?
When you store grades, you can award all, none, or a percentage of the possible credit for each course. For example, some schools award course credit by semester. At the end of Semester 1, they store S1 grades, awarding 100% of the possible course credit for semester-long courses and 50% of the possible course credit for year-long courses.

If you store grades for a grading term in which no credit is awarded, you can do so without awarding any graduation credit. For example, some schools store grades every quarter and only award credit every semester. At the end of Quarter 1, they store the Q1 final grades and award 0% of the possible credit for any length course.

What final grades will not be stored for some courses?
Some schools store final grades for only certain courses. To avoid storing a final grade for a course, leave the percent field blank for the length of the course you do not want to store. For example, a school that has set up final grades for Quarter 1 (Q1), Quarter 2 (Q2), Semester 1 (S1), and a Final Exam (F1), may not want to store an F1 grade for quarter-length courses. In this case, leave the quarter percent field blank on the Permanently Store Grades page when storing the final exam (F1) grade.
What should be stored for students who are enrolled in courses at other schools within the school district?

Many school districts that have two or more high schools, within a short driving distance from each other, often share faculty resources. For example, only one high school in a school district has a Russian language program. Occasionally, the high school that does not have such a program will allow students, who have their own transportation, to attend Russian classes at the other school. If you have this type of arrangement with another school in your district, you must specify if you want to store grades for students who are enrolled in classes at other schools. Additionally, you can specify which school name to use for those classes when grades are stored.

How many attendance points are required to withhold course credit?

For students who demonstrate chronic attendance problems because of tardiness and absenteeism, you can automatically withhold credit when you store grades. Your PowerSchool administrator can specify how many attendance points each student receives for each attendance code your school uses. For example, students receive one attendance point every time they are marked absent-unexcused or .5 attendance points for every tardy.

When you store grades, you can specify that students who have received more than a predetermined number of attendance points in any course will not be awarded credit for that course. For example, you can specify that students who have more than 10 attendance points in any one course during the grading term will receive an incomplete grade.

For more information about attendance points and your school’s attendance codes, see your PowerSchool administrator.

**Important** In some states, you cannot change a student’s grade in a course for attendance reasons. Refer to your district attendance policy before using this feature.

Remember, you only have *one month* after each marking period in which to store grades. With that in mind, consider when your school will have to store grades for the first time using PowerSchool. Write the date before which you must store grades for the first time in the box:

Use the planning guide on the following page to map out how your school will store grades for the first time using PowerSchool.
## Storing Grades Planning Guide

### Term Information

<table>
<thead>
<tr>
<th>School</th>
<th>Last day of term</th>
</tr>
</thead>
</table>

**Final deadline by which grades MUST be stored**

**Deadline for teachers entering grades in PowerGrade**

<table>
<thead>
<tr>
<th>Date grades will be stored</th>
<th>Date report cards will be printed</th>
</tr>
</thead>
</table>

### Grade Verification

<table>
<thead>
<tr>
<th>Staff member(s) assigned</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date printed and distributed to teachers</th>
<th>Date returned by teachers</th>
</tr>
</thead>
</table>

### Permanently Store Grades

<table>
<thead>
<tr>
<th>Staff member(s) assigned</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Store code</th>
<th>Final grade</th>
</tr>
</thead>
</table>

**Store grades for which student enrollments**

- **Exclusion Method**
  - Exclude enrollment records where the student *enrolled* in the class *after* this date:
  - Exclude enrollments records where the student *dropped* the class *before* this date:

- **Inclusion Method**
  - Include only enrollment records that are currently active and were active on this date:

**Available store terms (for each length of course)**

<table>
<thead>
<tr>
<th>School Year</th>
<th>% of course credit to award now</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>% of course credit to award now</td>
</tr>
</tbody>
</table>

**Options for classes enrolled at other schools**

- **There are students enrolled in classes at other schools on my PowerSchool Server.**
  - If so, I want the students’ transcripts to show that the students attended the class at:
    - [ ] This school
    - [ ] The other school

- **There are NO students enrolled in classes at other schools on my PowerSchool Server.**

**Options for withholding credit**

- **If more than** [ ] **attendance points have accumulated between the dates of** [ ] **and** [ ] **then give the student a grade of** [ ] **and store the real grade in the “teacher comment” field with this comment:** [ ]

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Refer to your Storing Grades Planning Guide to complete the following diagram:

**Permanently Store Grades**

Warning: Use this function only if you know exactly what you are doing.

Enter the store code that will be used to store grades:  

Use this final grade: (Usually the same as the ‘store code’):  

☐ Exclude enrollment records where the student enrolled in the class after this date:  

☐ Exclude enrollment records where the student dropped the class before this date:  

☐ Include only enrollment records that are currently active and that were active on this date:  

Request that grades be stored only for a specific section (course, section)  

Available store terms:

School Year  % of course credit to award now:  

Semester  % of course credit to award now:  

Options for classes enrolled at other schools:

Store grades for classes enrolled at:  

Record the school name of:  

Options for withholding credit: only those items checked can cause credit to be withheld

If more than [ ] attendance points have accumulated between the dates of and  

☐ Then give the student a grade of [ ] and store the real grade in the “teacher comment” field with this comment,  

Note: You can refer to this diagram to help you complete the Permanently Store Grade page when you store grades for the first time using PowerSchool.
Grades should be stored at the end of every marking period, even if you don’t award credit at the end of every marking period or do not display each marking period on student transcripts. Storing grades ensures that you will have a record of each official report card issued by the school. Therefore, after some marking periods, you may have to store grades more than once.

For example, schools that have both semester and quarter marking periods, grades must be stored twice at the end of Semester 1 because it is the end of both Semester 1 and Quarter 2, as shown on the following diagram:

<table>
<thead>
<tr>
<th>School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
</tr>
<tr>
<td>S1</td>
</tr>
<tr>
<td>S2</td>
</tr>
<tr>
<td>Y1</td>
</tr>
</tbody>
</table>

To get an idea of when your school must store grades, plot each of your school’s marking periods on the following diagram:

<table>
<thead>
<tr>
<th>School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Step Five: Calculate Honor Roll**

After you store grades, you can calculate which students are qualified to be on the honor roll. To calculate the honor roll, at least one honor roll evaluation method must be set up. Honor roll methods are created by your school.

For more information about how the honor roll is calculated in your school, see your PowerSchool administrator.
Creating Report Cards

You can use report card templates to create and print report cards and other reports, such as progress reports or student schedules. In addition to student schedule information, you can include PowerSchool fields so that other student information appears on a student's report card.

Report card templates are divided into four areas:

You can use HTML tags and PowerSchool fields and data codes in the heading and footer of a report card template just as you can on a form letter. For information about HTML and PowerSchool fields and codes, see “Use HTML Tags on a Custom Report” on page 40 and “Use PowerSchool Fields and Data Codes on a Custom Report” on page 41.
Plan your first report card:
Setting Margins and Page Orientation
1. At the bottom of the Report Card page, click Margins & Page Setup.
2. In the Margins section, enter the left, top, right, and bottom margins in inches for the report card.
3. Choose Portrait (vertical) or Landscape (horizontal) from the Orientation pop-up menu.
4. Enter the percent of full size you want this report to print.
5. Click Submit.

Using Special Printing Options
Special printing options save time and paper when printing some report card templates. For example, if the report card template you print requires only half of a sheet of paper, you can set two reports to print on each page.
1. At the bottom of the Report Card page, click Special Printing Options.
2. Select the “Multiple reports per page” checkbox if you want several reports to print on each page.
   Then, enter the number of reports you want to print across and down the page.
3. Enter the amount of space between reports, in inches, if you print multiple reports per page.
4. Select the “Suppress printed column title” checkbox to suppress column titles from printing on the schedule listing.
5. Click Submit.

Printing Report Card Templates
You can print report card templates for an individual student or a group of students. For information about printing custom reports, see “Printing Custom Reports” on page 42.

Planning to Use Object Reports
Object reports are the most versatile type of student reports you can create in PowerSchool. They are named such because you create the report using objects such as boxes, lines, circles, pictures, and text. When you add objects to your report, you define all of the object’s settings as well as exactly where you want it to print on each page.
When you create an object report template, first define the title of the report and other general settings such as margins, font, and font size. Then, create each object you want to include on the report. Object reports that include a lot of information can have many separate objects.
List the types of reports your district/school may want to create using object reports:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.