
GRADING AND PROGRESS REPORTS

The grade point averages for grades 9-12 will be calculated in the following manner:

- A. Each student's "grade point average will be the sum of the point values, of all the marks/grades received for all courses attempted, divided by the sum of the credits for all courses attempted. The grade point value will be calculated by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course.
- B. The numerical value of grades are:
- | | | |
|----------|----------|----------|
| A = 4.0 | B- = 2.7 | D+ = 1.3 |
| A- = 3.7 | C+ = 2.3 | D = 1.0 |
| B+ = 3.3 | C = 2.0 | F = 0.0 |
| B = 3.0 | C- = 1.7 | |

The minimal passing grade is D = 1.0. Pass/fail, credit/no credit and satisfactory/unsatisfactory marks may also be used. These non-numerical marks/grades shall be clearly identified and excluded from the calculation of grade point average.

- C. Marks/grades for each course taken will be included in the calculation of grade point averages.
1. Non-numerical marks/grades will be excluded from the calculation of grade point averages; and
 2. Only the highest mark/grade earned for a class/course taken more than once to improve a mark/grade will be included in the calculation of grade point averages. This exception will not apply to recurring courses. Recurring courses are not considered repeated courses taken for the purpose of improving a mark/grade. Recurring courses are those taken by a student to further develop their understanding and skills in the subject (e.g., journalism, advanced art or drama, concert band, etc.), or is taken by the student more than once to satisfy different credit requirements (e.g., advanced drama taken three times to meet an elective requirement, an art requirement and the occupational education requirement.)
 3. Credits attempted for courses taken more than once to improve a grade/mark may count only once toward the number of credits required for graduation.
 4. Credits attempted for courses taken more than once to improve a grade may count toward the number of credits required to graduation on the condition that the letter grades earned for all attempts are included in the calculation of the student's grade point average. Districts and schools will not convert letter grades to non-numerical grades/marks for the purpose of this subsection.

The standardized high school transcript shall contain:

- A. The student's name (last name, first name and middle names or middle initials);

- B. The student's current address, address at graduation or address at withdrawal from school (street, city, state, zip code);
- C. The student's birth date and sex;
- D. The student's identification number;
- E. The school's name;
- F. The school's address (street, city, state, zip code and telephone number);
- G. The dates of the student's entry, reentry, withdrawal and graduation (if applicable) related to the school issuing the transcript;
- H. The student's academic history for high school (grade level and date of course completion, course titles, marks/grades earned, credits attempted and grade point average).
- I. The name and address of parent(s) or guardian(s) (street, city, state, zip code) if such information is available;
- J. A list of previous high schools attended (school name, address, city, state and month and year of entrance and exit); and,
- K. The signature and/or seal of the authorized school official (name, title and date).



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