

## Progress Reports: Grades 1-12

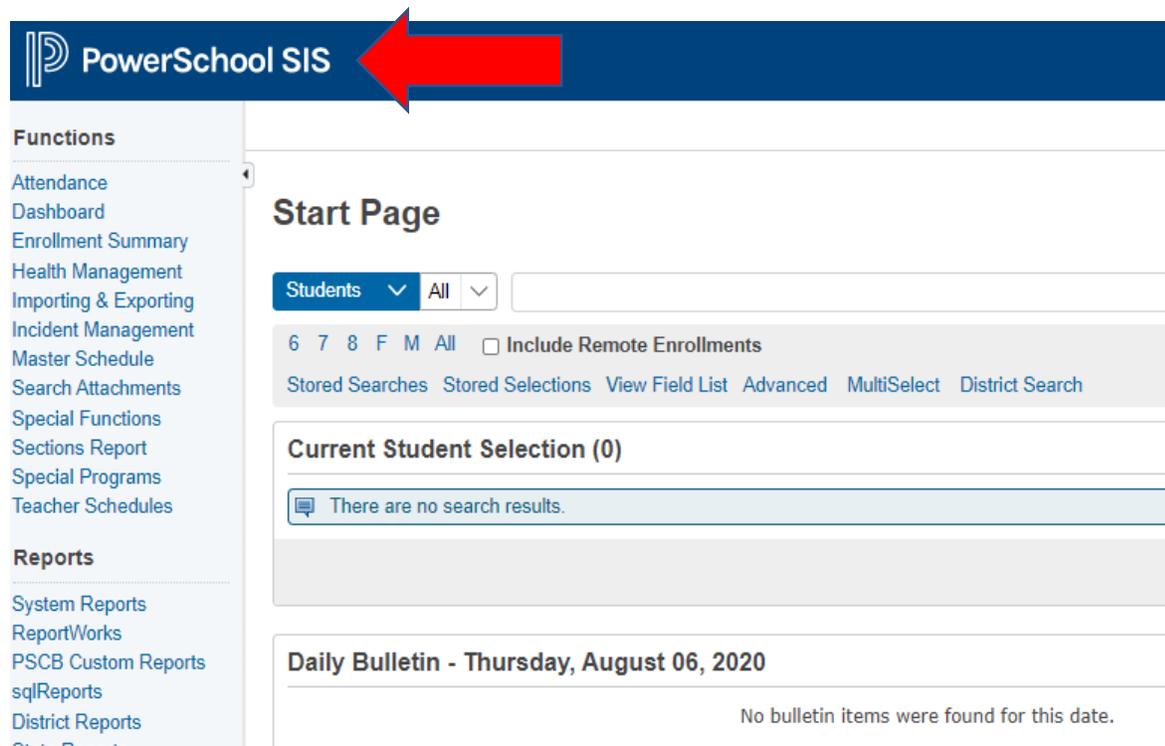
The progress report is a snapshot of teachers' gradebooks at a specific time (progress report term period) and serves as a notification to parent/guardian of a student's academic performance before a grade reporting (i.e., report card) period. It is district policy to notify parent/guardian in writing if a student has received a failing grade (<70) during these grade reporting intervals.

1. The Grade Coordinator / Elementary SIR / Secondary SIR /HS Registrar / Dean will work with Counselors and run the **Student Non-Schedule Period report** and the **Student Not Enrolled in a Course report** (2 weeks prior to end of grading cycle).

## Secondary Campuses Only

Running the **Secondary** Students-Non-Scheduled Periods Report.

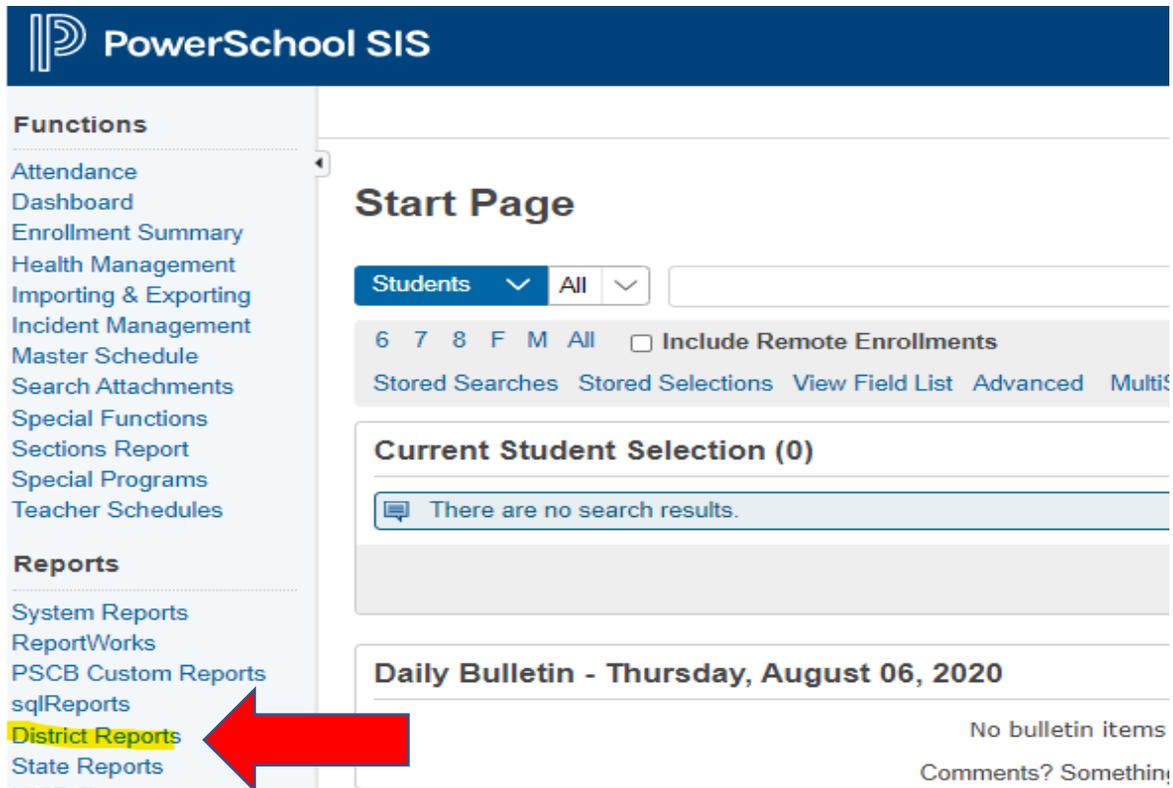
Begin from the PowerSchool home page.



The screenshot shows the PowerSchool SIS interface. At the top, there is a dark blue navigation bar with the PowerSchool SIS logo and a red arrow pointing to it. Below the navigation bar is a sidebar with a list of functions and reports. The main content area is titled 'Start Page' and contains a search bar with 'Students' and 'All' dropdown menus. Below the search bar are filters for '6 7 8 F M All' and 'Include Remote Enrollments'. There are also links for 'Stored Searches', 'Stored Selections', 'View Field List', 'Advanced', 'MultiSelect', and 'District Search'. The 'Current Student Selection (0)' section shows a message 'There are no search results.' Below that is a 'Daily Bulletin - Thursday, August 06, 2020' section with the message 'No bulletin items were found for this date.'

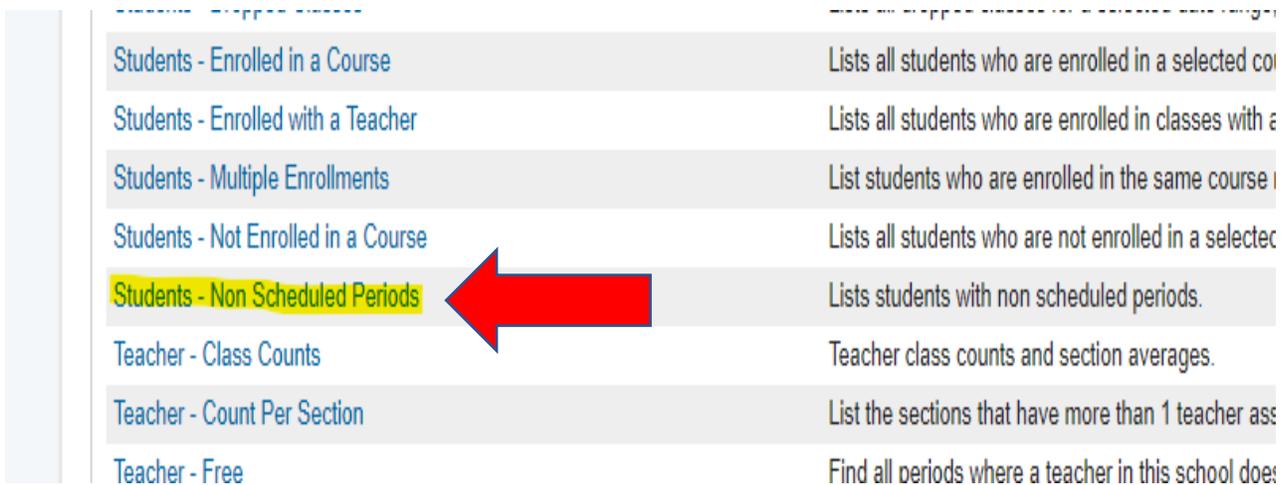
Select District Reports.

Houston Independent School District Grading Process  
2020-2021



The screenshot shows the PowerSchool SIS interface. On the left is a navigation menu with sections for Functions and Reports. The 'District Reports' item is highlighted in yellow and has a red arrow pointing to it. The main content area is titled 'Start Page' and includes filters for 'Students' (set to 'All') and 'Include Remote Enrollments'. Below the filters, it shows 'Current Student Selection (0)' with a message 'There are no search results.' At the bottom, there is a 'Daily Bulletin' section for Thursday, August 06, 2020, which is currently empty.

Scroll down to Scheduling, select Students-Non-Scheduled Periods.



This screenshot shows a list of reports under the 'Scheduling' category. The 'Students - Non Scheduled Periods' report is highlighted in yellow and has a red arrow pointing to it. The list includes the following reports and their descriptions:

Report Name	Description
Students - Enrolled in a Course	Lists all students who are enrolled in a selected course.
Students - Enrolled with a Teacher	Lists all students who are enrolled in classes with a teacher.
Students - Multiple Enrollments	List students who are enrolled in the same course in multiple sections.
Students - Not Enrolled in a Course	Lists all students who are not enrolled in a selected course.
<b>Students - Non Scheduled Periods</b>	Lists students with non scheduled periods.
Teacher - Class Counts	Teacher class counts and section averages.
Teacher - Count Per Section	List the sections that have more than 1 teacher assigned.
Teacher - Free	Find all periods where a teacher in this school does not have a class.

Use the filters to find students with no classes scheduled. Once you run the report you can Export to a CSV File.

## Houston Independent School District Grading Process 2020-2021

Example: Block Schedule

The screenshot shows the PowerSchool SIS interface. At the top, there is a navigation bar with the PowerSchool SIS logo and user initials 'JL'. Below the navigation bar, the breadcrumb trail reads: Start Page > PSCB Custom Reports > Scheduling (Current Year) > Students - Non Scheduled Periods. The page title is 'Students - Non Scheduled Periods'. Below the title is a 'Report Filters' section with a table of filter options:

Date	Student	Grade	Team	House	Period	Day in Rotation
9/8/2020	Any Student	6	Any Team	Any House	Period B1	B

At the bottom right of the filter section, there is a link that says 'Select parameters and click submit' and a blue 'Submit' button.

Example: Traditional Schedule

### Students - Non Scheduled Periods

The screenshot shows the PowerSchool SIS interface for a traditional schedule. Below the title 'Students - Non Scheduled Periods' is a 'Report Filters' section with a table of filter options:

Date	Student	Grade	Team	House	Period	Day in Rotation
9/18/2020	Any Student	Any Grade	Any Team	Any House	Period 1	Any Day

**Note:** There are a few things to think about when running this report.

The system is looking for all possible combinations of classes. For example, you can filter using traditional and block schedules. When you export to CSV you can remove those issues, or you could choose to run the report multiple times using only Period and Day combinations that you know exist on your campus.

## Elementary Campuses Only

From the start page select District Reports.

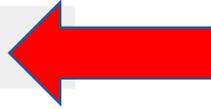


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Select Scheduling: Students not enrolled in a course.

**Scheduling**

Students - Not Enrolled in a Course



Students - Non Scheduled Periods

Teacher - Class Counts

Teacher - Count Per Section

Select filters and submit.

**Students Not Enrolled in a Course**

Report Filters

Course	Grade Level	Enrolled Between Dates	
ART PK (0P610GEN) ▾	All Grades ▾	09/08/2020	06/11/2021

Select parameters and click submit [Submit](#)

Generated report.

Students Not Enrolled in 0P610GEN

Total Records: 620

[Copy Data](#) [Export CSV File](#) [Export PDF File](#) [Make Current Student Selection](#)

Student #	Student	Grade Level

2. The **Grade Coordinator** will confirm with Counselors/Student Schedulers that all schedule changes are complete prior to cut off date. Also trail grades with schedule changes (1 week prior to end of grading cycle).
3. The **Grade Coordinator** will notify the campus when the cycle gradebook is open for each grading cycle via the school bulletin (1 week prior to end of grading cycle). Teachers will have three days to complete grades and submit by the close of business.

**The process below is only for short term associate teachers who are on assignment at the end of the grading cycle (Progress Report / Report Card).**

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4. **Day to Day Short Term Associate Teacher** The associate teacher should submit assignments to the department chairperson daily. The teacher of record will be responsible for grading assignments and entering grades in the gradebook.
5. **Short Term Associate Teacher** The Grading Coordinator will need to collaborate with their Campus Master Scheduler for courses / classes that have a "Short Term Sub" assigned. The Department Chairperson will need to be added as the Secondary Teacher to the course. This will allow the Department Chairperson the ability to enter grades.
6. **Long Term Associate Teacher (Non-Certified)** will submit grades to the Department Chairperson. The Department Chairperson will need to be added as the Secondary Teacher to the course. This will allow the Department Chairperson the ability to enter grades. (\*Dean of Instruction or Dept Chairperson should oversee subs)
7. **Long Term Associate Teacher (Certified)** should have a listing of grades that must be submitted to the PEIMS Coordinator. This will allow the Department Chairperson the ability to enter grades for those students as oppose to utilizing the Historical Grades. (\*Dean of Instruction or Dept Chairperson should oversee subs)
8. **Master Scheduler: Process to Change Teacher of Record**

**Changing Teacher of Record**

**Changing a Teacher on a section**

Start from the PowerSchool Home Page

Click School, under Setup

Click Sections, under Scheduling

Click on the course name

Click on section number

Scroll down to Teacher to make changes.

Click Add to add a new Teacher of Record.

The teacher starts and end dates must be consecutive. Do not leave any days between old teacher end date and new teacher start date.

Click Submit.

**Note: Campuses must notify the parents / guardian if there is a non-certified long term associate teacher.**

9. **Elementary / Secondary New Student Grade Process** – (Out of District / Incoming Transfer students) The Grade Coordinator/SIR/Registrar will input the current grades from the previous school.

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This will be done in the stored grade section in HISD Connect. Remember you must enter the same grade in the final grade reporting term and in the historical store code sections. This process must be done correctly for the student to meet the promotion standards at the end of the school year (elementary and middle school) or the calculation for credit for the high school.

10. The beginning of the third week of progress reports, the Grade Coordinator will run the **Teacher Gradebook Report** This report provides an update of the teacher status. The campus administrator will be notified of teachers with incomplete grades. (\*Campus Admin should handle grades. Reference to School Guidelines).
11. **Conduct** must be added to a Standard so it can be calculated for reports such as honor roll. Teachers will also have to place the students conduct in the citizenship column.
12. **Elementary / Secondary Teacher Verification Report** Have your teachers click the Final Grade Status button in their Gradebook. This is located on the Grades, Traditional screen.

The screenshot shows the PowerTeacher interface for a gradebook. At the top, it says "PowerTeache..." and "P2(M,T,W,R,F) GEOM A PAP DLOC - S1". Below that, it says "Grades: Traditional - C1" and "P2(M,T,W,R,F) GEOM A PAP DLOC". There is a warning message: "For GEOM A PAP DLOC, grades and scores can be entered until the end of the day on 10/23/2020." The main table has columns for "STUDENT (199)", "C1", "CITIZENSHIP", "ATTENDANCE" (with sub-columns for "ABSENCES", "TARDIES", and "MISSING"), and a "Final Grade Status" button. A red arrow points to the "Final Grade Status" button.

Campus Grading Administrator will then run the Section Readiness report. This report will show you which teachers have completed the Final Grade Status step.

Select District Reports> Gradebook Section Readiness.

## Houston Independent School District Grading Process 2020-2021

### Gradebook - Section Readiness Verification

Report Filters

Verification Status	Grade Reporting Term	Teacher	Course	Department
All Sections	C1	All Teachers	All Courses	All

Select parameters and click submit

Section Readiness List: C1 Total Records: 1469

Department	Teacher	Term	Expression	Course	Course Number.Section	GR Term	Verify Status	Date	Comment
Mathematics	Ahuja, Deepa	S1	1(M,T,W,R,F)	GEOMETRY A	MTH2257A-11	C1	Completed	10/21/2020	
Mathematics	Ahuja, Deepa	S1	2(M,T,R,F)	GEOMETRY A	MTH2257A-25	C1	Completed	10/21/2020	
Mathematics	Ahuja, Deepa	S1	3(M,T,W,F)	GEOMETRY A	MTH2257A-27	C1	Completed	10/21/2020	
Mathematics	Ahuja, Deepa	S1	4(M,T,R,F)	GEOMETRY A	MTH2257A-16	C1	Completed	10/21/2020	

Once you have confirmed that your teachers are ready, you can Permanently Store Grades.

## Storing Grades

Grades will be stored at the close of Progress Report grading cycles. Only store grades one time. If re-stored, grades will be duplicated.

The teacher gradebook will lock at the end of every 6 weeks. When a progress report cycle locks, the teacher can have the Grading Administrator unlock their gradebook to update assignment grades that were due during the cycle term. There is no need for a grade change form, and you will not re-store the progress report grades.

**Do not re-store grades.**

**13. Permanently Stored Grades:** After the final grade term dates are set up, a school user runs the Permanently Stored Grades process. This process is an integral step in ensuring a snapshot of students' grades from the teachers' gradebooks are captured for the designated period for progress reports. These grades will be stored in the students' historical before the progress reports are generated.

## 14. Elementary Permanently Stored Grades

Start from the Home Page Start from the Home Page, under Setup, select system.

Click Permanently Store Grades.

Reporting Term and Store Code will both be the same. Example P1.

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2020-2021**

Check Include only enrollment records that are currently active and that were active on the specific end date. Example 9/25/2020. The end of the first progress report cycle.

Change the dropdown for 2020-2021 to **Store with no credit**. Leave Cycle 1 at *Do not store*. Submit.

### Permanently Store Grades

**Which Grades**

Use this Final Grade/Reporting Term:  \*

Save with this Historical Store Code:  \*

**Exclude/Include Class Enrollments**

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:

**Additional Filter Options**

Classes by term length		Store	% of course credit
2020-2021	(09/08/2020 - 06/11/2021)	<input type="text" value="Store with no credit"/>	<input type="text" value="0"/> %
Cycle 1	(09/08/2020 - 10/18/2020)	<input type="text" value="Do not store"/>	<input type="text" value=""/> %

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overw affect graduation credit, GPAs, and transcripts.

## Middle School Permanently Stored Grades (Includes K-8,6-12, K-12)

Start from the Home Page, under Setup, select system.

Click Permanently Store Grades.

Reporting Term and Store Code will both be the same. Example P1.

Check the Include only enrollment records that are currently active and that were active on the specific end date. Example: 9/25/2020

Choose the drop down to **Store with no credit** for 2020-2021 and Semester 1. Leave Cycle 1 at Do not store. Submit.

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2020-2021**

## Permanently Store Grades

**Which Grades**

Use this Final Grade/Reporting Term:  \*

Save with this Historical Store Code:  \*

**Exclude/Include Class Enrollments**

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:

**Additional Filter Options**

Store grades for currently selected (0) students only

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

Student Grade Level  6  7  8

Track  A  B  C  D  E  F

School Exit Date From  to

Classes by term length		Store	% of course credit
2020-2021	(09/08/2020 - 06/11/2021)	<input type="text" value="Store with no credit"/>	<input type="text" value="0"/> %
Semester 1	(09/08/2020 - 01/31/2021)	<input type="text" value="Store with no credit"/>	<input type="text" value="0"/> %
Cycle 1	(09/08/2020 - 10/18/2020)	<input type="text" value="Do not store"/>	<input type="text" value=""/> %

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite it.

## High School Permanently Stored Grades

Start from the Home Page, under Setup, select system.

Click Permanently Store Grades

Reporting Term and Store Code will both be the same. Example P1.

Check the Include only enrollment records that are currently active and that were active on the specific date. Example: 9/25/2020

Choose the dropdown Store with no credit for Semester 1. Leave 2020-2021 and Cycle 1 at Do not store. Submit.

**Houston Independent School District Grading Process  
2020-2021**

**Permanently Store Grades**

**Which Grades**

Use this Final Grade/Reporting Term:  \*

Save with this Historical Store Code:  \*

**Exclude/Include Class Enrollments**

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:

**Additional Filter Options**

Store grades for currently selected (0) students only

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

Student Grade Level:  9  10  11  12

Track:  A  B  C  D  E  F

School Exit Date: From  to

Classes by term length		Store	% of course credit
2020-2021	(09/08/2020 - 06/11/2021)	<input type="text" value="Do not store"/>	<input type="text"/> %
Semester 1	(09/08/2020 - 01/31/2021)	<input type="text" value="Store with no credit"/>	<input type="text" value="0"/> %
Cycle 1	(09/08/2020 - 10/18/2020)	<input type="text" value="Do not store"/>	<input type="text"/> %

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will over

**2020-21 Grading Term/Store Codes**

Grading Term	Store Code	Reporting End Date	Store With No Credit or With Credit	% Course Credit
Progress Report 1	P1	09/25/2020	Store with No Credit	0
Cycle 1	C1	10/16/2020	Store with No Credit	0
Progress Report 2	P2	11/6/2020	Store with No Credit	0
Cycle 2	C2	12/4/2020	Store with No Credit	0
Progress Report 3	P3	1/8/2021	Store with No Credit	0
Cycle 3 and Final Exam*	C3, E1	1/29/2021*	Store with No Credit	0

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<b>Semester 1</b>	S1	1/29.2021	Store with Credit	100
<b>*at end of semester 1(S1), secondary schools will perform permanently stored grades three (3) times for: C3 for Cycle 3, E1 for exam grades and S1?</b>				
Progress Report 4	P4	2/19/2021	Store with No Credit	0
Cycle 4	C4	3/12/2021	Store with No Credit	0
Progress Report 5	P5	4/9/2021	Store with No Credit	0
Cycle 5	C5	4/30/2021	Store with No Credit	0
Progress Report 3	P6	05/21/2021	Store with No Credit	0
Cycle 6 and Final Exam**	C6 and E2	06/11/2021**	Store with No Credit	0
<b>Semester 2</b>	S2	06/11/2021	Store with Credit	100
<b>Cycle 6 and Y1***</b>	C6 and Y1		Store with No Credit	0

<b>**at end of semester 2 (S2), secondary schools will perform permanently stored grades process three times for: C6 for Cycle 6, E2 for Final Exam grade and S2 for Semester 2 average?</b>				
<b>***Elementary schools will store grades two (2) times for C6 for Cycle 6 and Y1 for Year Long course averages.</b>				

## Screen Fields for Permanently Storing Grades

[Start Page](#)>>[Setup](#)>> [System](#) >>[Grades](#)>>[Permanently Stored Grades](#)

### Which Grades

Use this Final Grade/Reporting Term (e.g., P1)

Save with this Historical Store Code (e.g., P1)

**NOTE: The recommendation is for the Final Grade/Reporting Term and Save with this historical Store Code be the same (e.g., P1 and P1, P2 and P2, etc.).**

### Exclude/Include Class Enrollments

**The EXCLUDE AND INCLUDE options work interchangeably. The recommendation is to use INCLUDE only.**

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

(ignore this option)

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

(ignore this option)

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

**NOTE: Use this option for stored grades and enter end date of progress report cycle (dd/mm/yyyy) e.g., 09/20/2019**

### Additional Filter Options

(Use these fields when storing grades for specific grade level or student selection)

Stored grades for currently selected (###) students only

Request that grades by stored only for a specific section (**ignore**)

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Student Grade Level (choose grade level (s))  
Track (**ignore**)  
School Exit Date (**ignore**)

**Classes by term length** (use this screen to choose if store codes need to be stored with credit or stored with no credit and the percentage of course credit). For progress report store codes P values, there will be no credit or % value for course credit.

**Show all terms radio button: select YES.**

**Cycle:** Select the appropriate reporting cycle in which progress report period falls within e.g., Choose Cycle 1 to store P1 progress report period

**Store field:** Choose: **Store with no credit** from the dropdown.

**NOTE: for progress report periods the options will be always be store with no credit)**

**% of course, credit:** default is Zero (0) with the store with no credit selection.

**Options for classes enrolled at other schools** (no option required/ignore)

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

**Advanced Potential and Earned Credit Options** (no option required/ignore)

**Repeated Course Grade Suppression:** (no option required/option)

**Submit** (start stored grades process)

This process takes the verified grades from the teachers' gradebook (in this process it is Power Teacher Pro) and writes it into the students' historical page for reporting purposes (i.e., progress reports, report cards and transcripts). A confirmation of completion when the process is complete.

## **Generating/Printing Progress Reports**

Step 1: Start from the Home Page.

Step 2: Select Students.

Step 3: Use the Group Functions in the lower right corner, choose Print Reports.

Step 4: Choose HISD Progress Report.

Step 5: Complete filters as needed.

Step 6: Submit.

After the Grade Coordinator / SIR has completed the permanently stored Grades process run, progress reports are generated for the specified P cycle (Progress Report Cycle). Progress reports can be run individually, by grade level, teacher, or campus. Progress reports can also be generated in Spanish if the student's primary home language field is Spanish. Future translated languages to come as the district determines.

**Generate Progress Report by Grade Level or Multiple Students.**

**Special Functions >Group Function >Printing> Print Reports**

**Select students by Grade Level or Hand Select** students by using the student selection. Use this current returned set of students to print progress reports, or a sub-selected group within this returned set.

Sort by clicking on the column headers

Sub-select by holding the shift key down while clicking student rows to select contiguous rows.

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Sub-select by holding down the Ctrl key on Windows (or Command key on Mac), to select non-contiguous rows.

Click the **'Make Current Selection'** button (once you have a selection of students)

From the **Group Functions** page – scroll down to the **Printing**

Click **'Print Reports**

**Which Report Would You Like to Print?** field choose the appropriate progress report period from the drop down (e.g., "HISD P1 Progress Report") for Progress Report Period 1

**Which Students?** Field. Choose the appropriate options.

All records in single batch (preferred option)

Print only the first blank records, or

All records in batches of \_\_\_\_records.

**In What Order?** Field Choose the order:

Alphabetical, or

by grade level, then alphabetical, or

by period and date. Choose the class period (where you can choose which period on a given day) from the dropdown and the specified enrollment date for this class period.

**If printing student schedules use...** the following selections

Courses actively enrolled in during current term (excludes dropped courses) default

All courses enrolled in during current term (includes dropped courses), or

On enrollment as of date

**If printing fee list, only include transactions conducting** during field (no option required)

**Watermark Text** (no option required)

**Draft/Unofficial/Confidential/Copy/File Copy/Preliminary/Private/Internal Use**

**Watermark Mode** (no option required)

**When to print**

**ASAP (default)/At Night/On Weekend/On Specific Date/Time (choose the date and time)**

**Report Output Locale**

Default field is English

**Submit** to start the report. click Refresh via the Reports Queue (System) until the status is "Completed"

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**Click View** for the completed report output in pdf format

## Generate Progress Report by student

Select a single student, go to the student's page.

Click '**Print A Report**' from the upper left area of the page

**Which Report Would You Like to Print?** field choose the appropriate progress report period from the drop down (e.g., "HISD P1 Progress Report") for Progress Report Period 1

Since you are printing classes in the student's schedule, it's best to choose to print using '**enrollment as of date**', where the date is the last day of the P cycle period.

Other Print Options can be left at default settings.

**Submit** to start the report. click Refresh via the Reports Queue (System) until the status is "Completed"

**Click View** for the completed report output in pdf format

**Progress Report Fields** – the progress report in the pdf format will contain the following information.

**Note: when the Student's Primary Language, on the Demographics page, is set to Spanish, the field labels on the report will be a combination of English / Spanish.**

- School Name
- P# Progress Report – identifies which progress report period
- School Year – the year name, like 2019-2020
- Progress Report End Date – the date of the end of the progress report period
- School Address
- Principal Name
- Telephone number
- Student ID: student number
- Homeroom: the homeroom of the student (see homeroom section below)
- Homeroom Teacher: the teacher of the student's homeroom (see homeroom section below)
- Grade: student's grade level
- Birthdate: student's date of birth
- Date Enrolled: the current year's enrollment date
- To the Parents Of: Student's name, address, city, state, and zip code
- School Message: a message set by school personnel in the School setup area. There is both an English and Spanish version of this message. If the student's primary language is Spanish, then the School Message area will show the English version, and the Spanish version of the message.
- Class Listing
  - Course – the course name

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- Teacher – teacher of that course
- Period – the period number and day type of the course
- Grade – the stored grade for that P grading period
- Conduct – the Conduct code for the student in that class (E Excellent, S Satisfactory, P Poor, U Unsatisfactory)
- Comments – the teacher(s) comment stored with the grade.
- Parent Signature lin

## Progress Report Message

Start>>setup>>School >> Progress Report Settings.

Progress Report Settings

HISD Progress Report School Settings For setting school messages, current prog report display options, and more...

Start Page > School Setup > ProgRep Setup Durham Elementary School 20-21 Year

### Settings for Progress Report

Setting	Value
School Message (English)	this is where the progress report school message goes.
School Message (Spanish)	

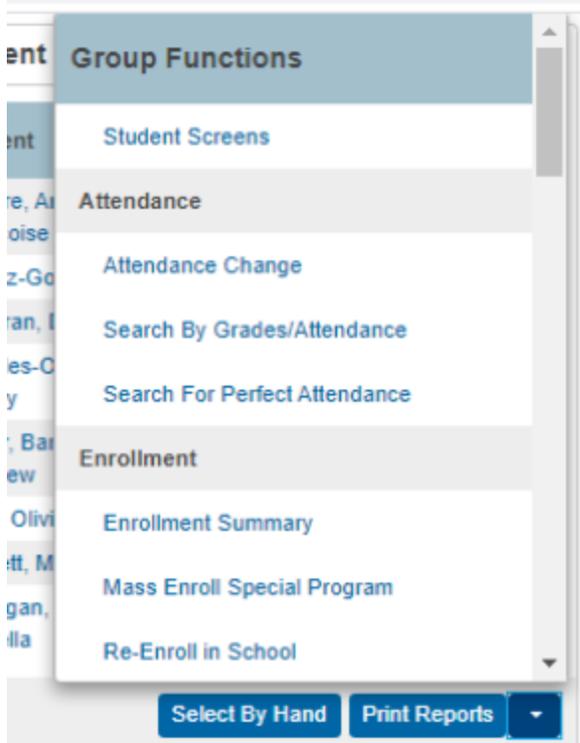
Submit

15. Print **Progress Reports**. Send to your FSC Sr. SIR and the copy center ([Copycenter@houstonisd.org](mailto:Copycenter@houstonisd.org)) for mailout. There is a fee associated with utilizing the copy center. A fee incurred by the campus.

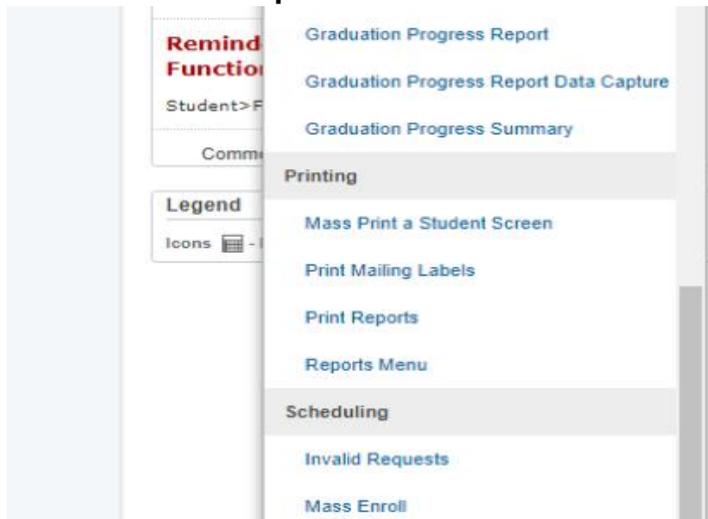
### 16. Print Progress Reports / Report Cards

Scroll to the **Printing**

*Houston Independent School District Grading Process  
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Select **Print Reports**



**Print Reports** menu

**Houston Independent School District Grading Process  
2020-2021**

Start Page > Special Functions > Group Functions > Print Reports

## Print Reports

Option	Value
Which report would you like to print?	HISD P1 Progress Report
For which students?	All 560 currently enrolled students
	<input checked="" type="radio"/> All records in a single batch. <input type="radio"/> Print only the first 2 records. <input type="radio"/> All records in batches of records.
In what order?	<input checked="" type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <input type="radio"/> By period HR class, as of this date: 9/25/2020 (takes extra time)
If printing student schedules, use...	<input type="radio"/> courses actively enrolled in during current term (excludes dropped courses) <input type="radio"/> all courses enrolled in during current term (includes dropped courses) <input checked="" type="radio"/> enrollment as of 9/25/2020
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year to

**From the Which report would you like to print?** Choose the appropriate Progress Report Period from the drop down.

- HISD P1 Progress Report
- HISD P2 Progress Report
- HISD P3 Progress Report
- HISD P4 Progress Report
- HISD P5 Progress Report
- HISD P6 Progress Report

**For which students?** Use the default option.

- The selection is for all students or students selected from the start page (by students or grade level).

**In what order?** Chose the preferred sort/print option

- Alphabetical (the default)
- By grade, then alphabetical
- By Period dropdown class as of this date \_\_\_\_\_ (defaults to current date)

**If printing student schedules, use:**

- Courses actively enrolled in during current term (excludes dropped courses)
- All courses enrolled in during current term (includes dropped courses), or
- Enrollment as of date. (default option). To print only current term classes, select this option with an as of date.

If print fee list, only include transactions (no selection required)

*Houston Independent School District Grading Process  
2020-2021*

Watermark Text (no selection required)

Watermark Mode (no selection required)

**When to print**

- ASAP (default)
- Default ASAP
- At Night
- On Weekend,
- On Specific Date/Time

Report Output Locale (default) English.

**Submit**

Report Queue (System) Screen page

The screenshot shows the 'Report Queue (System) - My Jobs' interface. At the top, there are two tabs: 'System' and 'ReportWorks'. A 'Refresh' button with a dropdown arrow is located in the top right. Below this is a table with the following data:

Created	Job Name	Started	Ended	Status
09/27/2020	HISD P1 Progress Report	09/27/2020 01:06 PM		Running

Click **Refresh** until Status changes from Running to Completed

Click the **View** to when the status is **Completed**. Open the (.pdf) report.

The screenshot shows the 'Report Queue (System) - My Jobs' interface after the job has completed. The 'Refresh' button is still present. The table now shows the job as completed:

Created	Job Name	Started	Ended	Status
09/27/2020	HISD P1 Progress Report	09/27/2020 01:06 PM	09/27/2020 01:15 PM	Completed View

Open the pdf to save report.

**Houston Independent School District Grading Process  
2020-2021**

**17. Transfer / Lost Grades** If the teacher clicks on a student name, use the sprocket in the upper right corner. There is a Transfer Scores, this will bring in scores from the previous class.

Grimaldo, Rene - Assignments

Read Only View

C1 Course Grades

1A(A) READING 6 Y

Assignments

Assignment: Rational Numbers/Dividing Fractions

Score Type: Percent Score: 0 Due: 9/30/2020

ASSIGNMENT	SCORE	DUE DATE	STANDARDS
Class 1. Rational Numbers/Dividing Fractions		9/30/2020	0
Class 2. Matter/Substances/Compounds		9/30/2020	0
Class 3. The Secret of Silks	50	9/16/2020	0
Class 4. Assignment 5	50	9/14/2020	0
Class 5. Assignment 4	43	9/14/2020	0
Class 6. Assignment 3	70	9/14/2020	0
Class 7. Assignment 2	75	9/14/2020	0
Class 8. Week 1 A1	76	9/11/2020	0
Class 9. Week 1 Assignment 2	50	9/9/2020	0

Transfer Scores

**18. Lock Reporting Term Settings: Teacher Class/Section**

Use this feature to manage a teacher's class section for updating **AFTER** grades have been permanently stored, and the grading term is locked by the district admin. **This is managed at the school level and ONLY on the class section.** This feature is intended for Power Teacher Pro sections only.

Please adhere to district policy when managing the locking/unlocking of school sections after grade reporting is completed.

Access to do this function must be granted upon approved role.

**19. Manually Lock and Unlock Sections (School Level)**

Manually lock and unlock sections from the Teacher Schedule page. *Unlocking/locking sections permits access to all (previous and current) grading terms.*

**Note: The User Role must have the Manage Locked Reporting Terms setting enabled.**

Start page, go to **Teacher Schedules** under **Functions** in the main menu.

Click the name of the staff member.

Select the **Checkbox** next to the section you want to manually lock or unlock.

## Houston Independent School District Grading Process 2020-2021

<input type="checkbox"/>	Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance	Lock
<input type="checkbox"/>	HR(A)	19-20	ADM0100	HOME ROOM	314	14	26		
<input type="checkbox"/>	MTH(A)	19-20	03301GEN	Mathematics GR3	313		25		
<input checked="" type="checkbox"/>	MTH(A)	19-20	03301GEN	Mathematics GR3	314		26		
<input type="checkbox"/>	SCI(A)	19-20	03401GEN	Science GR3	1	13	25		
<input type="checkbox"/>	SCI(A)	19-20	03401GEN	Science GR3	2	14	32		
<input type="checkbox"/>	SS(A)	19-20	03501GEN	Social Studies GR3	1	13	34		
<input type="checkbox"/>	SS(A)	19-20	03501GEN	Social Studies GR3	2	14	32		
<input type="checkbox"/>	RT(A)	19-20	03999ENG	Read Test ENG GR3	314		26		

Make all students listed above the current selection

**Unlock Selected Sections** ▾

Click **Unlock Selected Sections** (at the bottom of the page)  
Select from the menu (the button changes to reflect your selection):

- Unlock Selected Sections,
- Lock Selected Section, or
- Clear Manual Lock/Unlock

<input checked="" type="checkbox"/>	MTH(A)	19-20	03301GEN	Mathematics GR3	314		26		
<input type="checkbox"/>	SCI(A)	19-20	03401GEN	Science GR3	1	13	25		
<input type="checkbox"/>	SCI(A)	19-20	03401GEN	Science GR3	2	14	32		
<input type="checkbox"/>	SS(A)	19-20	03501GEN	Social Studies GR3	1	13	34		
<input type="checkbox"/>	SS(A)	19-20	03501GEN	Social Studies GR3	2	14	32		
<input type="checkbox"/>	RT(A)	19-20	03999ENG	Read Test ENG GR3	314		26		

Make all students listed above the current selection

**Lock Reporting Terms**  
 Unlock Selected Sections  
 Lock Selected Sections  
 Clear Manual Lock/Unlock

**Unlock Selected Sections** ▾

To unlock Selected Section, click the button, then **choose a future date** for the setting to expire (Unlock Until mm/dd/yyyy).

<input type="checkbox"/>	HR(A)	19-20	ADM0100	HOME ROOM	314	14	26		
<input type="checkbox"/>	MTH(A)	19-20	03301GEN	Mathematics GR3	313		25		
<input checked="" type="checkbox"/>	MTH(A)	19-20	03301GEN	Mathematics GR3	314		26		
<input type="checkbox"/>	SCI(A)	19-20	03401GEN	Science GR3	1	13	25		
<input type="checkbox"/>	SCI(A)	19-20	03401GEN	Science GR3	2	14	32		
<input type="checkbox"/>	SS(A)	19-20	03501GEN	Social Studies GR3	1	13	34		
<input type="checkbox"/>	SS(A)	19-20	03501GEN	Social Studies GR3	2	14	32		
<input type="checkbox"/>	RT(A)	19-20	03999ENG	Read Test ENG GR3	314		26		

**Unlock Until** ✖  
 Unlock Until:    
Submit

Click **Submit**. The icons in the Lock column will update to reflect the current state of the section (lock to unlock or unlock to lock).

**Houston Independent School District Grading Process  
2020-2021**

<input type="checkbox"/>	MTH(A)	19-20	03301GEN	Mathematics GR3	314		26	 	
<input type="checkbox"/>	SCI(A)	19-20	03401GEN	Science GR3	1	13	25	 	

The teacher's class/section will be unlocked for editing until the locking date occurs OR by selecting the section(s) to **"Clear Manual Lock/Unlock"**.

<input checked="" type="checkbox"/>	MTH(A)	19-20	03301GEN	Mathematics GR3	314		26	 	
<input type="checkbox"/>	SCI(A)	19-20	03401GEN	Science GR3	1	13	25	 	
<input type="checkbox"/>	SCI(A)	19-20	03401GEN	Science GR3	2	14	32	 	
<input type="checkbox"/>	SS(A)	19-20	03501GEN	Social Studies GR3	1	13	34	 	
<input type="checkbox"/>	SS(A)	19-20	03501GEN	Social Studies GR3	2	14	32	 	
<input type="checkbox"/>	RT(A)	19-20	03999ENG	Read Test ENG GR3	314		26	 	

Make all students listed above the current selection

**Lock Reporting Terms**

Unlock Selected Sections

Lock Selected Sections

Clear Manual Lock/Unlock

**Clear Manual Lock/Unlock** ▾

Section will be (un)locked back at 12:01am of specified day.

**Power Teacher Pro view when terms are (un)locked**

▶ 19-20 (2019-2020) 🔍 Type to search

**Classes** Groups

HR(A) HOME ROOM 

LA(A) Other Language Arts KG

MTH(A) Mathematics KG 

RD(A) Reading KG 

RT(A) Read Test KG 

**Houston Independent School District Grading Process  
2020-2021**

**20. Lost Grades** Students who have had a schedule change or when teachers have lost their grades. If the teacher clicks on a student name, use the sprocket in the upper right corner.

Select Transfer Scores.

Grimaldo, Rene - Assignments

Read Only View

C1 Course Grades

1A(A) READING 6 Y

Assignments

Assignment: Rational Numbers/Dividing Fractions

Score Type: Percent      Score: 0      Due: 9/30/20

ASSIGNMENT	SCORE	DUE DATE	STANDARDS
Class 1. Rational Numbers/Dividing Fractions		9/30/2020	0
Class 2. Matter/Substances/Compounds		9/30/2020	0
Class 3. The Secret of Silks	50	9/16/2020	0
Class 4. Assignment 5	50	9/14/2020	0
Class 5. Assignment 4	43	9/14/2020	0
Class 6. Assignment 3	70	9/14/2020	0
Class 7. Assignment 2	75	9/14/2020	0
Class 8. Week 1 A1	75	9/11/2020	0
Class 9. Week 1 Assignment 2	50	9/9/2020	0

Transfer Scores

## PK and KG Report Card Process

**21. Pre-K / Kinder Grade Report Card Process** – The grading cycle for both Pre-K and Kinder is now six weeks. The grades are based on performance observation, checklists, student products, and anecdotal records, as well as formal and informal assessments. The numerical grade level will be entered in the Power School grading section. Teacher's will verify their gradebook. Report cards will be processed and printed from PowerSchool. There are no standards for Reading. The standards are placed on the English Language Arts. PK / Kinder teachers do not run the teacher scoresheet report. (\* Pre-K / Kinder will not receive progress reports)

### PK / KN Grading Scale

- 1 for **Discovery** – First steps
- 2 for **Exploring** – Showing progress
- 3 for **Connecting** – Ready to apply

If the student's home language code is **Spanish** and the student is scheduled with Other Language Arts (ELA Tek) or ESL courses, which is still English Tek, the student's Language Arts section on both the PK and Kinder reports cards will be blank.

### Student Demographic Page

**Houston Independent School District Grading Process  
2020-2021**

Student Language Information	
Home Language Survey Date	04/24/2019 
Enter the date the original Home Language Survey was administered to a student upon initial enrollment in a Texas public school.	
Home Language Code	(01) Spanish ▼
Home Language is the language spoken in the student's home most of the time, as determined by the student's home language survey.	
Student Language Code	(01) Spanish ▼
Student Language is the language spoken by the student most of the time, as determined by the student's home language survey.	
Gifted and Talented	

The teacher will see these TEKS.

LA(A) Other Language Arts KG - 20-21	
Standards	
<b>ELA.K.1C.A</b>	ELA.K.1C Share information and ideas by speaking audibly and clearly using the conventions of language.
<b>ELA.K.1E.A</b>	ELA.K.1E Develop social communication such as introducing himself/herself, using common greetings, and expressing needs and wants.
<b>ELA.K.2A.iv.A</b>	ELA.K.2A.iv Demonstrate phonological awareness by identifying syllables in spoken words.
<b>ELA.K.2A.v.A</b>	ELA.K.2A.v Demonstrate phonological awareness by blending syllables to form multisyllabic words.
<b>ELA.K.2A.viii.A</b>	ELA.K.2A.viii Demonstrate phonological awareness by blending spoken phonemes to form one-syllable words.
<b>ELA.K.2B.i.A</b>	ELA.K.2B.i Demonstrate and

These are the appropriate SLA Teks for a student with Spanish as Home Language Code.

**Houston Independent School District Grading Process  
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▶ HR(A) <b>HOME ROOM</b> - 20-21
▼ LA(A) <b>Spanish Language Arts KG</b> - 20-21
<b>Standards</b>
<b>SLA.K.1C.A</b> SLA.K.1C Share information and ideas by speaking audibly and clearly using the conventions of language.
<b>SLA.K.1E.A</b> SLA.K.1E Develop social communication such as introducing himself/herself, using common greetings, and expressing needs and wants.
<b>SLA.K.2A.iv.A</b> SLA.K.2A.iv Demonstrate phonological awareness by identifying syllables in spoken words.
<b>SLA.K.2A.v.A</b> SLA.K.2A.v Demonstrate phonological awareness by blending syllables to form multisyllabic words.
<b>SLA.K.2A.viii.A</b> SLA.K.2A.viii Demonstrate phonological awareness by blending spoken phonemes to form syllables.
<b>SLA.K.2B.i.A</b> SLA.K.2B.i Demonstrate and apply phonetic knowledge by identifying and matching the common sounds that letters represent.
<b>SLA.K.2B.ii.A</b> SLA.K.2B.ii Demonstrate and apply phonetic knowledge by using letter-sound

## Entering Grades (Standards, Identifiers, TEKS, PreK Guidelines) in PowerTeacher Pro

5 ServiceDesk

How do I enter grades for PK and K?

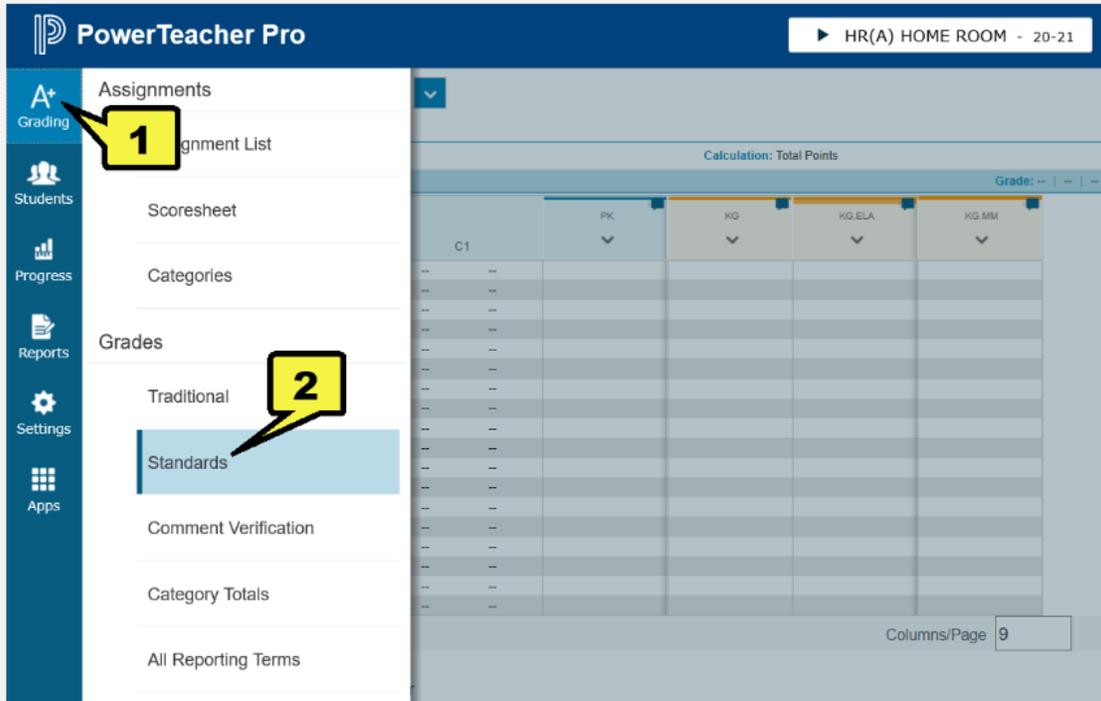
How do I enter Standards, Identifiers, TEKS or PreK Guidelines?

**IMPORTANT: In PowerTeacher Pro, we will use the general term STANDARDS for PreK Guidelines, Identifiers, Identifiers, and TEKS. When you see the term STANDARDS it represents all these names.**

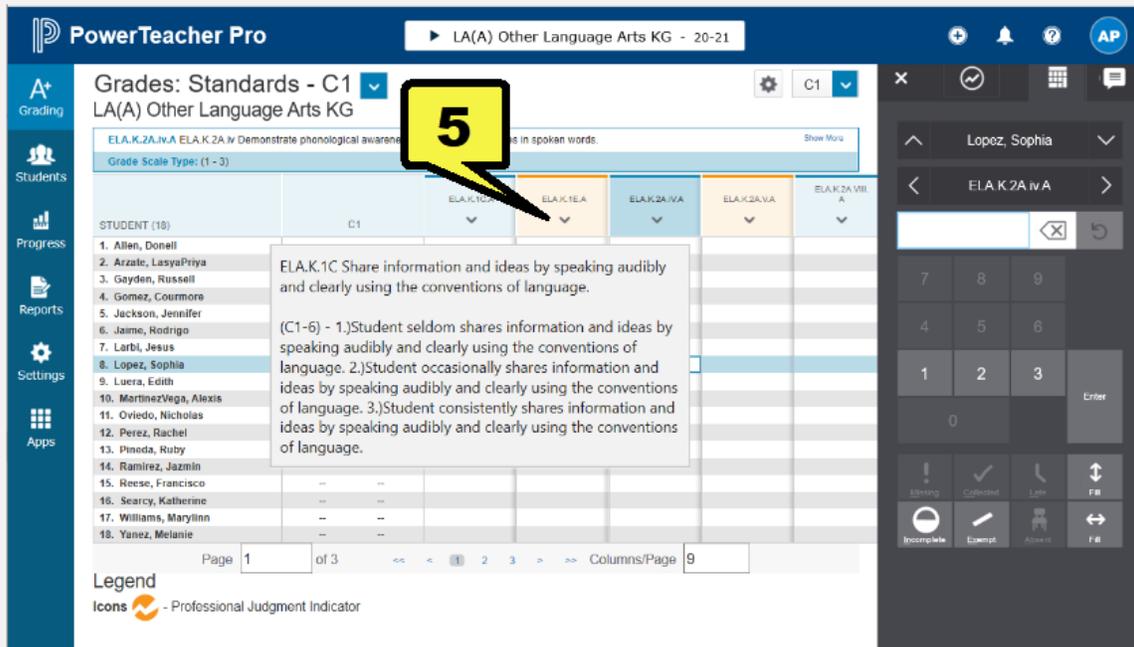
From the PowerTeacher Pro Start Page.

1. Click on **A+ Grading** in the left navigation
2. Click on **Standards** under Grades

**Houston Independent School District Grading Process  
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5. The Standards will be listed across the top of the screen for the chosen domain. If you hover your mouse pointer over a particular standard, that standard and its related 1, 2, 3 comparison will be listed in a pop up box. Notice that in the second paragraph, it begins with C1-C6 or something similar. That notates which grading cycle that Standard is included (C1-C6 indicates this standard will be graded in all 6 cycles) and must be graded in each of the cycles listed. C1-C6 are the GRADING CYCLES (DO NOT use P1-P6 as that indicates the Progress Report Cycle).



**Houston Independent School District Grading Process  
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6. Click in the box next to the student you will be grading under the standard you will be grading.

7. You can type in 1, 2, or 3 in that box using your keyboard OR you can use the score selector on the right side of the screen and click on 1, 2, or 3.

**NOTICE that above the score selector, the student's name, and the standard you've selected are listed. Once you type in the 1, 2, or 3 score, that score will also appear. You can use this as verification that you have selected the correct student and standard to add your score.**

8. Once you have entered one score, you can use the vertical fill function to fill the same score for all your students. If there are any students that have a different score, you can simply update that individual student's grade.

9. Once all grades have been entered, click SAVE

The screenshot shows the PowerTeacher Pro interface for grading. The main window displays a table with columns for standards (ELAK.1E.A, ELAK.1E.A, ELAK.2A.VA, ELAK.2A.VA, ELAK.2A.VII.A) and rows for students. A score of '3' is entered in the cell for student 'Allen, Donnell' under standard 'ELAK.1E.A'. A yellow callout '6' points to this cell. On the right, a score selector dropdown is open, showing the student name 'Allen, Donnell', the standard 'ELAK.1E.A', and the score '3'. A yellow callout '7' points to the score '3' in the selector. A yellow callout '8' points to the '3' button on the numeric keypad. A yellow callout '9' points to the 'Save' button at the bottom right of the interface.

STUDENT (18)	C1	ELAK.1E.A	ELAK.1E.A	ELAK.2A.VA	ELAK.2A.VA	ELAK.2A.VII.A
1. Allen, Donnell	--	--	3	--	--	--
2. Arzate, LasyaPriya	--	--	--	--	--	--
3. Gayden, Russell	--	--	--	--	--	--
4. Gomez, Courmore	--	--	--	--	--	--
5. Jackson, Jennifer	--	--	--	--	--	--
6. Jaime, Rodrigo	--	--	--	--	--	--
7. Larbi, Jesus	--	--	--	--	--	--
8. Lopez, Sophie	--	--	--	--	--	--
9. Luera, Edith	--	--	--	--	--	--
10. MartinezVega, Alexis	--	--	--	--	--	--
11. Oviedo, Nicholas	--	--	--	--	--	--
12. Perez, Rachel	--	--	--	--	--	--
13. Pineda, Ruby	--	--	--	--	--	--
14. Ramirez, Jazmin	--	--	--	--	--	--
15. Reese, Francisco	--	--	--	--	--	--
16. Searcy, Katherine	--	--	--	--	--	--
17. Williams, Marylinn	--	--	--	--	--	--
18. Yanez, Melanie	--	--	--	--	--	--

## Houston Independent School District Grading Process 2020-2021

10. To leave comments for a student, choose Homeroom from the pull-down menu at the top of the screen. Comments will be visible on the parent portal as well as on report cards.

11. Choose the appropriate column and student.

- KG for Kindergarten teachers
- PK for PreKG teachers
- PK.MM - PK Montessori population
- KG.MM - KG Montessori population
- KG.DL - KG Dual Language population

12. Use the score selector on the right of the screen to type your comment

13. Notice a blue dialog icon will appear in the selected cell when a comment has been entered

14. You can also use the vertical fill function to fill comments for all students. If there are any students that you would like to leave a different comment, you can simply update that individual student's comment.

15. Once all comments have been entered, click SAVE

For additional training on PK and K Standards grade entry, please visit OneSource Me Course # 1441066 (HC\_Pre-K & K PowerTeacherPro Standards). For general Power Teacher Pro Training, please visit OneSource Me Course #1441065 Elementary PowerTeacher Pro (Instructor lead) or Course #1443649 Elementary PowerTeacher Pro (Online)

**PK / Kinder Dual Language Report Cards** The SIR must enter DL50 or DL80 on the student demographics page and choose the Dual Language report card.

Demographics page > Other Infor > Elementary Program Type

Demographics	Contacts	Email	Other Info	Alerts	Transportation
Date Entered US Schools	MM/DD/YYYY				
Last School/Daycare Attended	<input type="text"/>				
Counselor	<input type="text"/>				
Elementary Program Type	<input type="text"/>				
Correspondence Language	<input type="text"/>				

## Teacher Grade Change Process

The **only** reasons for changing a student's grade after it has been recorded are:

- ◆ If there was an error in the computation of the student's grade; or

**Houston Independent School District Grading Process  
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◆ If an error was made entering grades into the teacher's grade book.

All such changes must be initiated by the teacher assigning the grade and must be approved in writing by the principal and the rationale for the change kept on file. A principal may not arbitrarily change a grade. All changes must be made before the end of the next grading period.

After a cycle grade has been recorded, no additional class work may be accepted to improve a student's grade. If work assigned during the cycle was not completed, the student should receive an "INC," and the grade changed when the work is completed within the required time frame.

1. **Grade Change Form** must be requested by the teacher from the SIR / Registrar.

[Insert Campus Name]  
School Year: [Insert School Year]  
\_\_\_\_\_ Semester

---

Student Last Name	First Name	HISD ID#
Course Name: _____	Teacher Name: _____ (print)	

**ENTER ONLY THE INFORMATION TO BE CHANGED:**

4 <sup>th</sup> Six weeks:	from _____	to _____	
5 <sup>th</sup> six weeks:	from _____	to _____	
6 <sup>th</sup> Six weeks:	from _____	to _____	
Final Exam (Sem. 2):	from _____	to _____	

Reason for correction (check one):

\_\_\_\_\_ An incomplete grade was posted.

*Any grade reported as "Incomplete" must be resolved before the end of the next grading period. It is the responsibility of the teacher issuing the Incomplete to determine the reasonable timelines for the completion and assessment of the missing material and to promptly report the grade. (HISD guidelines, Chapter XV-40)*

*The only reasons for changing a student's grade after it has been recorded are listed below. All such changes must be initiated by the teacher assigning the grade and must be approved in writing by the principal and the rationale for the change kept on file. All changes must be made before the end of the next grading period. (HISD Guidelines, Chapter XV-3)*

\_\_\_\_\_ An error was made in the computation of the student's grade or absence.

\_\_\_\_\_ An error was made entering grades into Chancery Grade Files.

Date of request \_\_\_\_\_ Teacher Signature: \_\_\_\_\_

---

Office use only

**All changes must be made before the end of the next grading period. (HISD Guidelines, Chapter XV-3)**

2. Teacher will contact the Grade Coordinator / SIR to unlock their gradebook to update teacher gradebook.
3. Teacher updates gradebook and records new cycle average / grade on the grade change form (The new grade in the gradebook must match the grade change form).
4. The grade change form is submitted to SIR / Registrar to obtain principal approval.
5. Once principal approval is obtained, the SIR / Registrar will record the new grade on the student's historical page.
6. The SIR / Registrar must keep the grade change form on file for at least one year.

# Grading Process Reports



## Grading Reports



### Stored Grades Reports

#### Stored Grades- Missing Grades

- Use this report to find students with no cycle grades. Students must have all cycle grades to receive an accurate average at the end of the semester.

#### Stored Grades- Search

- Use this report to find students with NA or INC. Use the CTRL key to select multiple grades. All INCs must be corrected to a grade for students to receive an accurate average at the end of the semester. If a student has not completed the work and the INC must stay, that INC will be calculated as a 0. Students with NA will have to be manually averaged, as the calculated average provided by PowerSchool will be incorrect.

#### Multiple Grades

- Use this report to clean up listed students with multiple stored grades via historical page. Students cannot have multiple grades for a single course to receive an accurate average at the end of the semester. Multiple grades are deleted via the Students' Historical Grades page.

**Houston Independent School District Grading Process  
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- Reports**
- Form Reports
- System Reports
- ReportWorks
- PSCB Custom Reports
- sqlReports
- District Reports**
- State Reports
- HISD Reports

**Multiple Grades** This report will show all students who have duplicate grades.

- Grading**
- Class Rank
- Class – Grades and Assignment Scores
- Class – Percent Grades Range
- Class – Student Assignments Status
- Denial of Credit
- Gradebook - Manual Override Grades
- Gradebook - Missing Grades
- Gradebook – Section Readiness
- Gradebook – Update Status
- Multiple Grades**
- Progress Report

**UIL Report**

Select Reports

- Reports**
- System Reports** ←
- ReportWorks
- PSCB Custom Reports
- sqlReports
- District Reports
- State Reports
- HISD Reports

Select Engine, then UIL Eligibility.

**Houston Independent School District Grading Process  
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**Reports**

System	ReportWorks	State	HISD	<b>Engine</b>	Setup
					PEIMS E
<b>Run Report</b>		<b>Master Table</b>			
HISD Class Size Lock Grade Level		ClassRank			
HISD Class Rank Update		ClassRank			
HISD Class Size Update		ClassRank			
<b>UIL Eligibility</b>		Students			
UIL Student Roster		Students			

**UIL Eligibility Report**

<b>Report Name</b>	UIL Eligibility		
<b>Version</b>	1.0		
<b>Description</b>			
<b>Comments</b>			
<b>Use</b>	Current School Only		
<b>Students to Include</b>	<input type="radio"/> The selected 0 students only <input checked="" type="radio"/> All students		
<b>Grades (leave blank for all)</b>	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		
<b>Processing Options</b>	In Background Now ▾		
<b>Specific Date/Time</b>	<input type="text" value="MM/DD/YYYY"/> <input type="button" value="📅"/> <input type="button" value="🕒"/>		
<b>Data to be filled</b>	(Check checkbox on the right to save as default value)		<input type="button" value="Reset All"/> ▾
<b>Gender</b>	All ▾	<input type="checkbox"/>	
<b>Sort By</b>	Activity ▾	<input type="checkbox"/>	

**Honor Roll**

Before the Honor Roll report can be generated for each grading cycle, you must first calculate the Honor Roll.

C1 will progress to C2, C3, etc. as the cycles change.

System, Calculate Honor Roll

Store Code, C1

Campus C1 Honors

Submit

**To print the Honor Roll**

System Reports

Honor Roll

Enter a title for the report, Cycle 1 Honor Roll

Honor Roll Method, Campus C1 Honors

Store Code, C1

**Houston Independent School District Grading Process  
2020-2021**

Grades and Gradebooks	Version	Description
Class Ranking		Student list by GPA.
Grade Count		Grade Count
Grade Count by Teacher		Grade Count by Teacher
Grades Distribution	1.4	Identifies trends in instruction, grading and assessment
Graduation Progress Report (PDF)		Progress towards graduation requirements.
<b>Honor Roll</b>		Students meeting honor roll criteria.
Teacher Gradebooks		Individual student grading report.

**Honor Roll Report**

<b>Which Students</b>	<input checked="" type="radio"/> All 2116 currently enrolled students
<b>Report Title</b>	
<b>Honor Roll Method</b>	
<b>Store Code</b>	(leave blank for all)
<b>School Year</b>	(leave blank for current school year)
<b>Historical Grade Level</b>	(leave blank for all)

**Class Percent Grade Range (Failing Grades)**

Under reports, select PSCB Custom Reports: Grade.

**Reports**

- System Reports
- ReportWorks
- PSCB Custom Reports**
- sqlReports
- District Reports
- State Reports
- HISD Reports

Select Grading and Gradebook, the Class-Percent Grade Range.

**This report can be used to find failing grades.**

[Start Page](#) > [PSCB Custom Reports](#) > [Grading](#) > [Class - Percent Grades Range](#)

---

### Class - Percent Grades Range

**Report Filters**

Grade Reporting Term	Min %	Max %	Min Matches	Students
C1	0	69	1	All Students

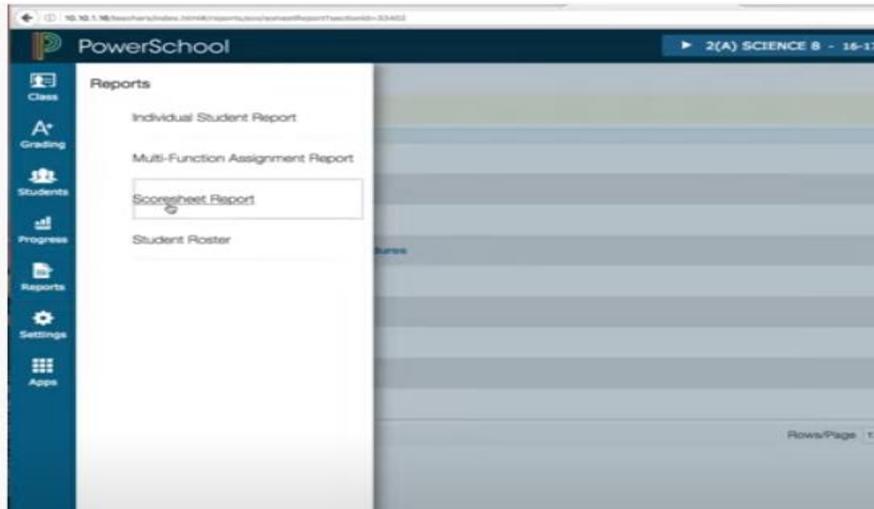
Select parameters and click submit

---

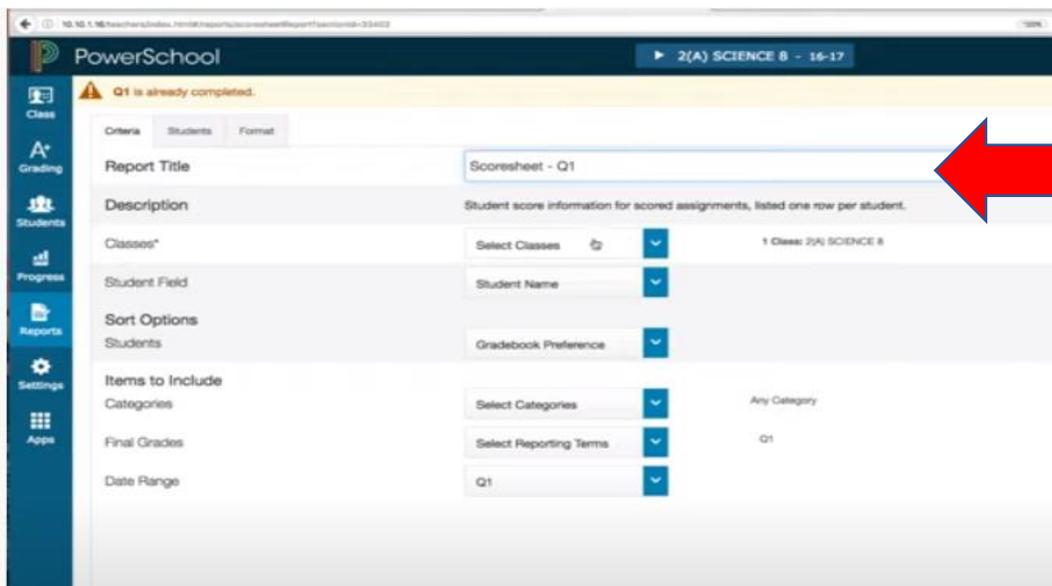
**Class - Percent Grades Range (0 to 69)**

## Scoresheet Report

Teachers can run the **Scoresheet Report**. This report is equivalent to the **Teacher Gradebook Report**. Teachers must acknowledge and electronically submit to Principal/Campus PEIMS Coordinator. Under Power Teacher Pro select teacher. Select Reports, then Scoresheet report. This must be generated for every course the teacher offers during the six weeks reporting period.

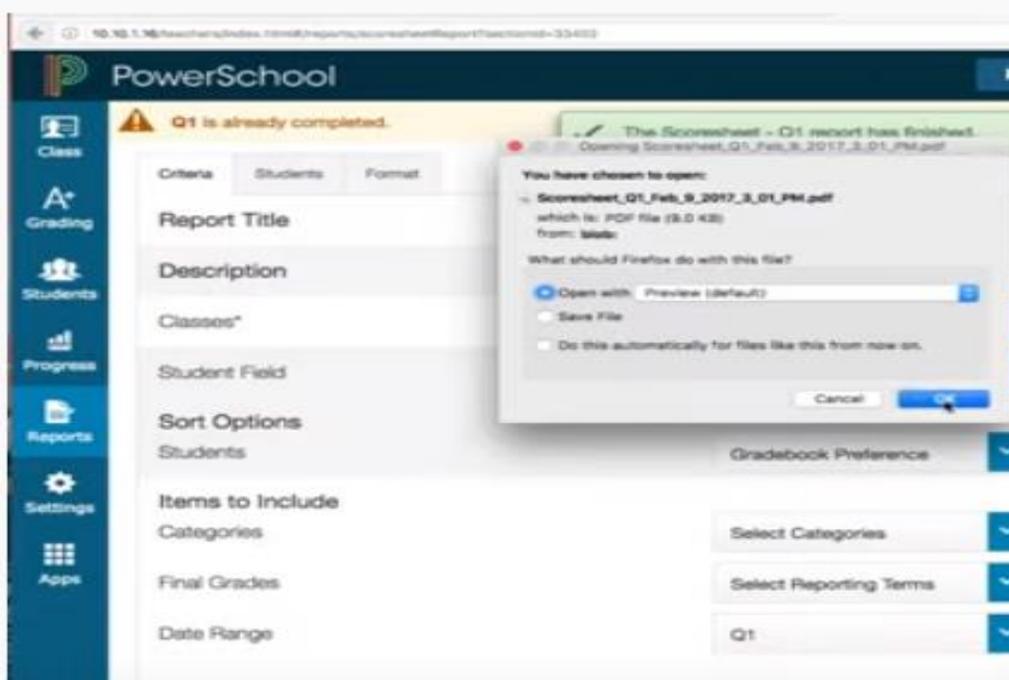


Description of Score Sheet - Naming Convention is PR\_1 Teacher Name/ Naming Convention is RC\_1\_Teacher Name



Select Run Report - Green Button at bottom right- the following display will appear.

## Houston Independent School District Grading Process 2020-2021



Select OK

This is the report output>Save as a pdf with the naming convention from Step 2 to your desktop.

Based on the output please confirm every student has received a grade.

**This process is to be completed every six weeks.**

Scoresheet - Q1											Class: 2(A) SCIENCE B	
	Q1	Disposition Notebook Sep 7, 22'16 PTS 10 x 1.0	Randomized Reflection Oct 4, 2016 PTS 10 x 1.0	Test Part B ct 26 Oct 4, 2016 PTS 20 x 1.0	Worksheet week 1 Oct 4, 2016 PTS 10 x 1.0	Laboratory Safety Pro cedures Oct 15, 22'16 PTS 10 x 1.0	Test Part A ct 26 Oct 15, 22'16 PTS 20 x 1.0	Study Guide HomeWork Oct 16, 22'16 PTS 10 x 1.0	Vocab Test Oct 16, 22'16 PTS 15 x 1.0	Q2 workbook Lesson Jan 17, 22'17 PTS 10 x 1.0		
BISHOP, Ryan	B+ 89%	0	10	18	4	2			5	85		
DANIELS, Rylie	A 100%	0	10	2	10	10	30	10	15	100		
GIBSON, Caleb	B+ 87%		10		10		25	10	15	87		
GILBERT, Taylor	A 100%	0	10	18	10	10	30	10	15	100		
GORDON, Karla	A 100%	0	10	18	10	10	30	10	15	100		
GRAHAM, Logan	A- 90%	0	10	18	10	10	30	10	15	90		
GREENE, Chloe	A 100%	0	10	18	10	10	30	10	15	100		
HANSON, Tommy	A 100%	0	10	18	10	10	30	10	15	100		
HARPER, Derrick	C 75%	0	10	18	10	10	30	10	15	75		
HARVEY, Jennifer	A 100%	0	10	18	10	10	30	10	15	100		
HUNTER, Bentley	B- 80%	0	10	18	10	10	30	10	15	80		
JENSEN, Joshua	A 100%	0	10	18	10	10	30	10	15	100		
KENNEDY, Kylee	A 100%	0	10	18	10	10	30	10	15	100		
KIM, Emma	A 100%	0	10	18	10	10	30	10	15	100		
MATTHEWS, Kody	F 22%	0	10	18	10	10	30	10	15	22		
MCDONALD, Isabella	A 100%	0	10	18	10	10	30	10	15	100		
MEDINA, Emma	A 100%	0	10	18	10	10	30	10	15	100		
MORENO, Katherine	A 100%	0	10	18	10	10	30	10	15	100		
MORRISON, Matthew	B 85.5%	0	10	20	10	10	30	10	15	85.5		
MURRAY, Aaron	A 100%	0	10	20	10	10	30	10	15	100		
NILLS, Myle	B- 80%	0	10	18	10	10	30	10	15	80		

## Teacher Gradebook Report

**Houston Independent School District Grading Process  
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Select System Reports.

## Reports

### System Reports

Scroll down to Grades and Gradebooks, then select Teacher Gradebook.

- Grades and Gradebooks
- Class Ranking
- Grade Count
- Grade Count by Teacher
- Grades Distribution
- Graduation Progress Report (PDF)
- Honor Roll
- Teacher Gradebooks

Select a teacher or multiple teachers.

Teacher Name Selection

### Teacher Gradebooks

Print Gradebooks for  
(hold the CTRL key to make multiple selections)

For classes during this term

20-21 Cycle 1

	LA	<input type="checkbox"/>
	MTH	<input type="checkbox"/>
	SCI	<input type="checkbox"/>
	SS	<input type="checkbox"/>
	RD	<input type="checkbox"/>
	ANC	<input type="checkbox"/>
	RT	<input type="checkbox"/>

Don't print classes that

Only assignments in this Date Range

Assignment header

Print in name column

Print Final Grade(s) (comma-separated)

have no students  
 have no assignments

4/24/2020 to 5/29/2020

Print Assignment Name and Date Due

Student Name

**HISD Reports > HISD Denial of Credit Report** List of students with grades that have been flagged as denied credit (NG).

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 <a href="#">Court Filing on Parent</a>	Print the <i>Court Filing on Parent</i> form.
<b>Denial of Credit</b>	<b>Reports for Denial of Credit</b>
 <a href="#">HISD Denial of Credit Report</a>	Returns listing of student grades that have 1.0.1)
<b>Course Catalog</b>	<b>Reports for Course Catalog</b>

**Denial of Credit Override**

Select a student

Click Historical Grades

Click the Denial of Credit button

Click the Edit pencil icon for the Semester Average NG

Check the Override box and enter a Reason and click submit.

**Denial of Credit for: ELC9822A : STRT LRN MTH A : S1**

Denial of Credit Information			
Days Enrolled	74	Days Absent	11
Percent Absent	14.9%	Denied Credit	YES
Orig Stored Grade	90	Orig Stored Earned Credits	.5
Denial of Credit Processed	02-MAR-21 01:17:03 AM		

Override Denial of Credit			
Override	<input checked="" type="checkbox"/>	Overriden Reason	Attend. Committee Override ▾
Overriden By		Overriden On	03/04/2021 01:16 PM

[Cancel](#) [Submit](#)

**Houston Independent School District Grading Process  
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## **Semester Averaging (Final Averaging)**

---

If you attended the End of Semester workshop you were told the end of semester grades would be calculated from the teachers' gradebook (PowerTeacher Pro). Based upon concerns about semester averaging and the feedback from the workshops, we have explored a more viable solution to have grades, (C1, C2, C3 and/or E1) average directly from the student's Historical Grades pages. *Missing cycles/final exam grades will still average and award/deny credits based upon the available grades; however, these averages will be incorrect.*

It is very important to follow the instructions provided in order to ensure the best grade averaging and credit awarding possible.

The SIS team member (Jonel Lockler) will calculate the semester averages for each secondary school via a Final Average Grade process after the schools have stored cycles 3 (C3) and final exam (E1).

We will work with our designated campus Office Grade Reporting support staff when it is time to do the **Final Average Grade** calculating. We will do this process as it will ensure:

- better results grade averages, and
- any limitations around access.

Step 1: Begin by running the **Permanently Store Grades** process as follows.

### **Permanently Store Grades (Middle School – also includes K-8, 6-12, & K-12 campuses)**

- Start from the Home Page
- Click System
- Click Permanently Store Grades
- Reporting Term and Store Code both **C3**
- Check the Include only enrollment records that are currently active and that were active on this date **1/28/2021**
- Choose the drop down to
  - Store with no credit for **2020-2021** and
  - Store with no Credit for **Semester 1** (leave Cycle 3 at Do not store)
- Store grades for classes enrolled at **This School Only**
- Submit

**Houston Independent School District Grading Process  
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**Permanently Store Grades**

Use the Final Grade Reporting **term** **E1** \*  
 Save with this Historical Store Code **C3** \*

**Exclude/Include Class Enrollments**

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

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

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

**Additional Filter Options**

Store grades for currently selected (0) students only

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

Student Grade Level:  K  1  2  3  4  5  6  7  8

Track:  A  B  C  D  E  F

School Exit Date: From  **Go** to  **Go**

Classes by term length	Store	% of course credit
2020-2021 (09/09/2020 - 05/11/2021)	<b>Store with no credit</b>	<input type="text" value="0"/> %
Semester 1 (09/09/2020 - 01/11/2021)	<b>Store with no credit</b>	<input type="text" value="0"/> %
Cycle 3 (12/07/2020 - 01/11/2021)	Do not store	<input type="text" value="0"/> %

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect graduation credit, GPAs, and transcripts.  
 Show all terms?  No  Yes

**Options for classes enrolled at other schools**

Store grades for classes enrolled at:  **Go**

Record the school name of:  **Go**

**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  **Go** and  **Go**, then give the student a grade of  and a GPA point value of  and store the real grade in the "teacher comment" field with this comment:

**Advanced Potential and Earned Credit Options**

**Repeat the Permanently Store Grades for Final Exam 1 (E1)**

- Start from the Home Page
- Click System
- Click Permanently Store Grades
- Reporting Term and Store Code both **E1**
- Check the Include only enrollment records that are currently active and that were active on this date **1/31/2021**
- Choose the drop down to:
  - Store with no credit for Semester 1. (leave 2020-2021 and Cycle 3 at Do not store)
- Store grades for classes enrolled at **This School Only**
- **Submit**

**Permanently Stored Grades (High School steps)**

- Start from the Home Page
- Click System
- Click Permanently Store Grades
- Reporting Term and Store Code will both be **C3**
- Check the Include only enrollment records that are currently active and that were active on this date **1/28/2021**
- Choose the drop down
  - Store with no credit for Semester 1. (Leave 2020-2021 and Cycle 3 at Do not store)

## Houston Independent School District Grading Process 2020-2021

- Store grades for classes enrolled at **This School Only**
- **Submit**

### Permanently Store Grades

**Which Grades**

Use this Final Grade/Reporting Term:

Save with this Historical Store Code:

**Exclude/Include Class Enrollments**

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:

**Additional Filter Options**

Store grades for currently selected (0) students only

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

Student Grade Level:  9  10  11  12

Track:  A  B  C  D  E  F

School Exit Date: From   To

Classes by term length		Store	% of course credit
2020-2021	(09/08/2020 - 06/11/2021)	Do not store	<input type="text" value=""/> %
Semester 1	(09/08/2020 - 01/31/2021)	Allow with no credit	<input type="text" value="0"/> %
Cycle 3	(12/07/2020 - 01/31/2021)	Do not store	<input type="text" value=""/> %

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect graduation credit, GPAs, and transcripts. Show all terms?  No  Yes

**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 a GPA point value of  and store the real grade in the "teacher comment" field with this comment:

### Permanently Store Grades for Final Exam 1 (E1)

- Start from the Home Page
- Click System
- Click Permanently Store Grades
- Reporting Term and Store Code both **E1**
- Check the Include only enrollment records that are currently active and that were active on this date **1/31/2021**
- Choose the drop down to:
  - Store with no credit for Semester 1 (*Leave 2020-2021 and Cycle 3 at Do not store*)
- Store grades for classes enrolled at **This School Only**
- **Submit**

## Houston Independent School District Grading Process 2020-2021

### Permanently Store Grades

**Which Grades**

Use this Final Grade/Reporting Term:  Save with this Historical Store Code:

**Exclude/Include Class Enrollments**

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:

**Additional Filter Options**

Store grades for currently selected (0) students only

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

Student Grade Level:  9  10  11  12

Track:  A  B  C  D  E  F

School End Date: From  to

Classes by term length	Store	% of course credit
2020-2021 (09/08/2020 - 06/11/2021)	Do not store	%
Semester 1 (09/08/2020 - 01/31/2021)	Show with no credit	0 %
Cycle 2 (12/01/2020 - 01/31/2021)	Do not store	%

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect graduation credit, GPAs, and transcripts. Show all terms?  No  Yes

**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 a GPA point value of  and store the real grade in the "teacher comment" field with this comment:

Step 2: Generate reports to verify missing grades, INC, NA

Schools will need to validate/verify grading discrepancies through PowerSchool reports to ensure accurate averaging. These reports are found under District Reports.

### Stored Grades- Missing Grades

- Use this report to find students with no cycle grades. Students must have all cycle grades to receive an accurate average at the end of the semester.

### Stored Grades- Search

- Use this report to find students with NA or INC. Use the CTRL key to select multiple grades. All INCs must be corrected to a grade for students to receive an accurate average at the end of the semester. If a student has not completed the work and the INC must stay, that INC will be calculated as a 0. Students with NA will have to be manually averaged, as the calculated average provided by PowerSchool will be incorrect.

### Multiple Grades

- This report has been sent to you by SIS. Use it to clean up listed students with multiple stored grades via historical page. Students cannot have multiple grades for a single course to receive an accurate average at the end of the semester. Multiple grades are deleted via the Students' Historical Grades page.

### Step 3: Final Average calculations (by SIS staff)

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Once your campus has completed the Permanently Store Grades process and reviewed all grading reports designated school staff will email YOUR SIS contact person (Jonel Lockler) to run the calculating for S1 averages.

Please note grades are averaging from **historical/stored** and specifically the Percent (%) field.

**Step 4: Denial of credit process**

This process runs nightly, and awards/denies credit based upon unexcused excessive absences (i.e., AT or A attendance code), and a passing average.

*You must wait overnight after Final Average calculations have run **BEFORE** you can print your report cards.*

Registrars/grading persons removes the NGs and add credit earns value back if attendance appeals have been addressed.

**Step 5:** Address manual averaging due to schedule changes, etc.

**Step 6:** Generate Report Cards/Report Cards.

## View Only Access to Teacher Gradebook

The Gradebook View role is now available for employees that currently do not have access and need to monitor teacher’s gradebooks. Employees with the Principal, Office Attendance and Office Grade Reporting roles automatically have access.

You can request the “Gradebook View” role on the **SIS security form** for view access to the teachers’ gradebooks. The role is not listed on the form; however, you can select box A (add) next to Other under Campus-Level and write “Gradebook View”.

Campus Level – [A]dd/[R]emove		
Location #: (campus #)	Name: (campus name goes here)	
<b>A/R</b> (check approp. box)	<b>A/R</b> (check approp. box)	<b>A/R</b> (check approp. box)
<input type="checkbox"/> Principal	<input type="checkbox"/> Attendance	<input type="checkbox"/> PRS / PEP
<input type="checkbox"/> Discipline Edit	<input type="checkbox"/> Grade Reporting	<input type="checkbox"/> Health
<input type="checkbox"/> Register / Enroll / Withdraw	<input type="checkbox"/> Magnet	<input type="checkbox"/> View Only
<input type="checkbox"/> R/E/W w/ Attendance	<input type="checkbox"/> Student Sched.	<input type="checkbox"/> View Only
<input type="checkbox"/> R/E/W w/ Grade	<input type="checkbox"/> Master Sched.	<input type="checkbox"/> w/ Discipline
<input type="checkbox"/> Reporting	<input type="checkbox"/> Special Pops	<input type="checkbox"/> Teacher
<input checked="" type="checkbox"/> Other: Gradebook View	<input type="checkbox"/> Special Ed.	
<input type="checkbox"/> REMOVE ALL ROLES		

If you do not have access to a printer, you may email the following information to your campus Principal for approval:

Employee Name:

Employee ID number:

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Employee Username:

Employee's current campus or department name:

Campus where access is needed:

Which system is needed: HISD Connect

Role(s) being requested: Gradebook View

Specify if the roles are to be Added or Removed: Add

**To clarify, the Gradebook View role by itself does not have any access in HISD Connect. The role was created as an "add-on" for administrators that already have access to HISD Connect. The role does not require any additional training. However, if the employee that needs access to the gradebooks does not have access to HISD Connect, they must complete the HISD Connect Overview course (1441044) to request the View Only role along with the Gradebook View role.**

The campus Principal must forward your request with his/her approval to [sissecurity@houstonisd.org](mailto:sissecurity@houstonisd.org). **Please do not fax any forms.**

## **Out of Sync Grades**

**Houston Independent School District Grading Process  
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**Out of Sync Reports**

The purpose of the report is to ensure both the teachers gradebook and historical grades are synced.

Grades will need to be adjusted to reflect that of the Historical Grades (Stored Grades) if a approved grade change form is on file for the following cycles.

Cycle 1: Grade Change Form Approval Date on or before 12/4/2020

Cycle 2: Grade Change Form Approval Date on or before 1/28/2021

Cycle 3: Grade Change Form Approval Date on or before 3/12/2021

**Pathway: Reports>PSCB Custom Reports>Grading>Gradebook-Put of Sync Grades**

**PSCB Custom Reports - Grading**

Grading - PT Pro Gradebook	Description
Class - Grades and Assignment Scores	View student grades and assignment scores for a selected section and term.
Class - Grades and Comments	View Teacher Grades and Comments for a selected grade bin.
Class - Grades Search	View all Gradebook Letter Grades for selected low grades(s) and term.
Class - Grades Verification	View all Stored/Gradebook Grades for a selected teacher.
Class - Percent Grades Range	View all Teacher Percent Grades for a selected percent range and term.
Class - Student Assignments Status	View a list of assignments and details for a selected student.
Gradebook - Categories	View a list of teacher gradebook categories.
Gradebook - Class Descriptions	View a list of teacher class descriptions and custom names.
Gradebook - Manual Override Grades	Search for manual override grades in a teacher's gradebook.
Gradebook - Missing Grades	Search for missing grades in a selected teacher's gradebook.
Gradebook - Out of Sync Grades	Shows all out of sync gradebook grades / stored grades.



**Select your Term C1 (Terms C1 -C3 must be reconciled)**

**Report Filters**

**Grade Reporting Term**

C1

Select parameters and click submit **Submit**

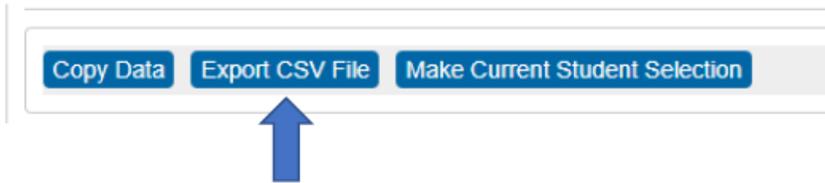
## Houston Independent School District Grading Process 2020-2021

The report will display a listing by course and student with the teacher gradebook vs the store grades, you will see either a green or red highlighted field (Change Since Stored), those are the student's grades that must be reconciled...

Report Sample below

ECO-FES	ECO3477F 3	1510963	C1	76	76	327	426	78*	76	11/11/2020	10/22/2020	0
ECO-FES	ECO3477F 3	1505461	C1	71	71	303	426	71*	71	11/11/2020	10/22/2020	0
ECO-FES	ECO3477F 3	1508127	C1	90	90	36	43	NA	0	11/11/2020	6/27/2021	0
ECO-FES	ECO3477F 3	1506346	C1	60	60	365	426	60*	60	11/11/2020	10/22/2020	0
ECO-FES	ECO3477F 3	2007627	C1	95	95	128	155	96*	95	11/11/2020	10/22/2020	0
ECO-FES	ECO3477F 3	2102553	C1	95	93	422	426	93*	95	11/11/2020	10/22/2020	0
ECO-FES	ECO3477F 4	1506796	C1	84	84	327	366	84*	84	11/11/2020	10/22/2020	0
ECO-FES	ECO3477F 4	1508203	C1	INC	0	188	188	58	50	10/22/2020	10/22/2020	0
ECO-FES	ECO3477F 4	1516185	C1	100	100	188	188	100*	100	11/11/2020	10/22/2020	0
ECO-FES	ECO3477F 4	1516241	C1	62	62	321	366	62*	62	11/11/2020	10/22/2020	0
ECO-FES	ECO3477F 4	1512886	C1	76	76	302	396	78*	76	11/11/2020	10/22/2020	0
ECO-FES	ECO3477F 4	1526191	C1	INC	0	188	188	58	50	10/22/2020	10/22/2020	0
ECO-FES	ECO3477F 4	1517392	C1	80	80	166	196	80*	80	11/11/2020	10/22/2020	0

The report can be exported to CSV, which will allow you to filter out data that reflect "0" of the Change Since Stored Column



Apply filters to the next line of data and filter the last column to NOT Include 0

3	Ajiodo,	ECO-FE	ECO347	Middle	15172	C1				3	4	73*			11/11/20	10/22/20	
---	---------	--------	--------	--------	-------	----	--	--	--	---	---	-----	--	--	----------	----------	--

Once filtered, the report should display only courses that need to be adjusted. You can also sort by teacher, and provide the teachers with a copy of their grades to reconcile.

ECO-FE	ECO347	15172	C1					3	4	73*			11/11/20	10/22/20	
ECO-FES	ECO3477F	1686127	C1	90	90	36	40	NA	0	11/11/2020	1/27/2021	90			
ECO-FES	ECO3477F	1506830	C1	INC	0	180	180	50	50	10/22/2020	10/22/2020	-50			
ECO-FES	ECO3477F	1526191	C1	INC	0	180	180	50	50	10/22/2020	10/22/2020	-50			
W GEO ST	SST3153A	1692651	C1	50	50	70	140	NA	0	11/11/2020	12/9/2020	50			
COLLEGE	ELC9801B	1972728	C1	100	100	1200	1200	NA	0	10/21/2020	1/27/2021	100			
COL READ	ELC9821F	1692651	C1	70	70	168	240	NA	0	11/12/2020	12/9/2020	70			
COL READ	ELC9821F	1926189	C1	80	80	192	240	NA	0	9/27/2020	12/7/2020	80			
ALGEBRA	MTH2157	1603894	C1	70	70	290	415	NA	0	10/14/2020	1/6/2021	70			
ALGEBRA	MTH2157	1571683	C1	100	100	40	40	NA	0	11/15/2020	12/9/2020	100			
ALGEBRA	MTH2157	1723633	C1	100	100	40	40	NA	0	11/15/2020	12/9/2020	100			
ALGEBRA	MTH2157	1657392	C1	75	75	176	235	NA	0	11/15/2020	12/9/2020	75			

### 6 Week Report Card and Progress Report Calendar

**Houston Independent School District Grading Process  
2020-2021**

<b>2020-2021 HISD Connect Dates for 6-WEEK Report Card and Progress Report</b>						
	HISD Connect	Progress Report (PR) and	HISD Connect	Teacher Verification	HISD Connect	Progress
Progress Report (PR)/ Cycle (CY)		Report Card Cycle (CY) End Date	Teacher Timeframe	Due (CY) @ 5p	Lock Date @ 12:01a	Reports/ Report Cards Go Out to Parents
PR1	PR Run 1	9/25/2020(Friday)	9/28/2020 - 10/01/2020		10/2/2020	10/2/2020
CY1	CY1	10/16/2020 (Friday)	10/19/2020 - 10/21/2020	10/21/2020	10/22/2020 (Thursday)*	10/23/2020 (Friday)
PR2	PR Run 2	11/06/2020 (Friday)	11/09/2020-11/11/2020		11/12/2020	11/13/2020 (Friday)
CY2	CY2	12/04/2020 (Friday)	12/07/2020 - 12/09/2020	12/9/2020	12/10/2020 (Thursday)*	12/11/2020 (Friday)
PR3	PR Run 3	01/08/2021 (Friday)	01/11/2021 - 01/13/2021		1/14/2021	1/15/2021 (Friday)
CY3	CY3	01/28/2021 (Thursday)**	02/01/2021 - 02/03/2021	2/3/2021	02/04/2021 (Thursday)*	02/05/2021 (Friday)
PR4	PR Run 4	02/19/2021 (Friday)	02/22/2021 - 02/24/2021		2/25/2021	2/26/2021 (Friday)
CY4	CY4	03/12/2021 (Friday)	03/22/2021 - 03/24/2021	3/24/2021	3/25/2021 (Thursday)*	3/26/2021 (Friday)
PR5	PR Run 5	04/09/2021 (Friday)	04/12/2021 - 04/14/2021		4/15/2021	4/16/2021 (Friday)
CY5	CY5	4/30/2021 (Friday)	05/03/2021 - 05/05/2021	5/5/2021	05/06/2021 (Thursday)*	05/07/2021 (Friday)
PR6	PR Run 6	05/21/2021 (Friday)	05/24/2021 - 05/26/2021		5/27/2021	5/28/2021 (Friday)
CY6	CY6	06/11/2021 (Friday)		06/09/2021 (ES/MS)	06/10/2021 (ES/MS)	06/11/2021 (ES/MS)
				06/16/2021 (HS)	06/17/2021 (HS)	06/18/2021 (HS)
**End of 1st semester						