

District Grading Process 2021-2022

Federal and State Compliance
Wanda Thomas, Sr. Manager

Federal & State Compliance
November 11, 2021
Elementary 9 AM
Secondary 10 AM



Norms

- Please mute your microphone and camera.
- Place your questions in the chat.
- Do not record these sessions.

Data Integrity

PEIMS Coordinators, attendance clerks, data entry clerks and SIR's play an essential role in HISD's efforts to ensure that all data is timely, accurate and properly documented.

In no case should paraprofessional personnel be responsible for determining students coding information for attendance, grading, program placement, or special services.

Agenda

- Norms
- Data Integrity
- Learning Outcomes
- Six Week Progress Report and Report Card Matrix
- Importance of Grade Reporting
- Progress Reports
- Teacher Gradebook and Report Cards
- Storing Grades
- Entering Grades in the Historical
- Printing Progress Reports and Report Cards
- Grade Changes
- SIS Resources and Tools
- Federal and State Compliance Contacts

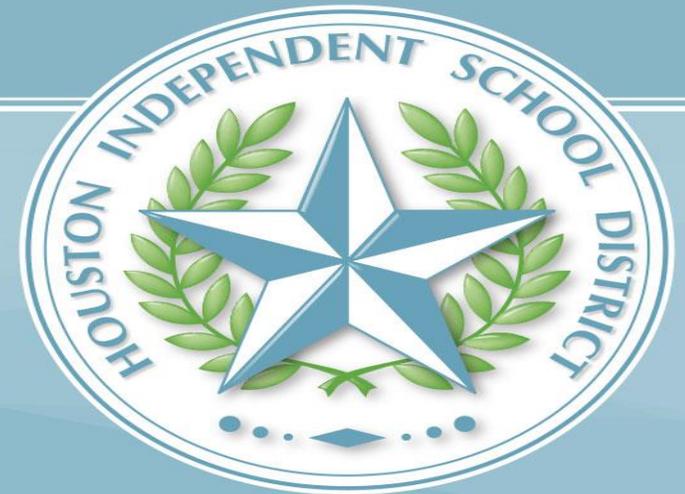
Learning Outcomes

Participants will:

1. Understand HISD grading policies and procedures.
2. Learn to generate and print District progress reports and report cards.
3. Access and generate HISD Connect grading reports.
4. Become familiar with requesting access to the Office Grade Reporting role in HISD Connect.

Six-Week Progress Report and Report Card Matrix

2021-2022 Grading Process



2021-2022 HISD Connect Dates for 6-Week Progress Reports and Report Cards

2021-2022 HISD Connect Dates for 6-WEEK Report Card and Progress Report								
	HISD Connect	Progress Report (PR) and	HISD Connect	Teacher Verification	HISD Connect	Store Grades	Submit PR/Report Cards to FSC (pdf only)	Progress Reports/Report Cards Go Out to Parents
Progress Report (PR)/Cycle (CY)		Report Card Cycle (CY) End Date	Teacher Timeframe	Due (CY) @ 5p	Lock Date @ 12:01a			
PR1	PR Run 1	9/10/2021 (Friday)	9/10/2021		Open	9/14/2021	9/15/2021	09/15/2021 (Friday)
CY1	CY1	10/01/2021 (Friday)	10/04/2021 - 10/06/2021	10/6/2021	10/07/2021 (Thursday)*	10/7/2021	10/8/2021	10/08/2021 (Friday)
PR2	PR Run 2	10/22/2021 (Friday)	10/22/2021		Open	10/28/2021	10/29/2021	10/29/2021 (Friday)
CY2	CY2	11/12/2021 (Friday)	11/15/2021-11/17/2021	11/17/2021	11/18/2021(Thursday)*	11/18/2021	11/19/2021	11/19/2021 (Friday)
PR3	PR Run 3	12/10/2021 (Friday)	12/10/2021		Open	12/16/2021	12/17/2021	12/17/2021(Friday)
CY3	CY3	1/14/2022 (Friday)	01/14/2022-01/19/2022	1/19/2022	01/20/2022 (Thursday)*	1/20/2022	1/21/2022	01/21/2022 (Friday)
PR4	PR Run 4	02/04/2022 (Friday)	2/4/2022		Open	2/10/2022	2/11/2022	02/11/2022 (Friday)
CY4	CY4	2/25/2022 (Friday)	02/28/2022 - 03/02/2022	3/2/2022	03/03/2022 (Thursday)*	3/3/2022	3/4/2022	03/04/2022 (Friday)
PR5	PR Run 5	03/25/2022 (Friday)	3/25/2022		Open	3/31/2022	4/1/2022	4/1/2022 (Friday)
CY5	CY5	04/22/2022 (Friday)	04/25/2022-04/27/2022	4/27/2022	04/28/2022 (Thursday)*	4/28/2022	4/29/2022	04/29/2022 (Friday)
PR6	PR Run 6	05/6/2022 (Friday)	5/6/2022		Open	5/12/2022	5/13/2022	05/13/2022 (Friday)
CY6	CY6	06/07/2021 (Tuesday)	06/01/2022-06/06/2022	06/03/2021 (ES/MS)	06/06/2022 (Monday)**	6/6/2022	6/7/2022	6/7/2022 (ES/MS)
				06/13/2022 (HS)	06/14/2022 (HS)	6/14/2021	6/15/2022 Final	06/15/2022(HS)

**End of 1st semester

Importance of Grade Reporting

2021-2022 Grading Process



Grading and Course Completion

Element ID	Data Element	Date Issued	Date Updated
E1068	COURSE-COMPLETION-INDICATOR	3/1/2016	7/1/2015

XML Name
TX-CourseCompletionIndicator

Definition
COURSE-COMPLETION-INDICATOR indicates whether or not the student finished the full sequence of instruction for a course.

Special Instructions
If the COURSE-COMPLETION-INDICATOR is "1", it does not mean that the student met all of the requirements to receive credit or a grade for the course.

Code Table ID	Length	Data Type	Pattern	Domain of Values
C088	1	Coded	#	

Used in Complex Types
StudentSectionAssociation

For more details about the StudentSectionAssociation, visit <https://tealprod.tea.state.tx.us/TWEDS/94/0/0/0/DataComponents/ComplexType/List/10349>

E1068 Course Completion Indicator

Missing and incomplete grades negatively impact course completion

Campus Responsibilities

- Each six-weeks cycle, campuses must:
 - Resolve missing grades, duplicate course enrollments, and overlapping courses prior to verifying and storing grades.
 - Generate progress reports and report cards; distribute to parents/guardians.
 - Send progress report and report card .pdf files to Federal and State Compliance.

Best Practices – Some Essential Reports

- Duplicate Course Enrollments (Systems Reports) – Errors on this report will cause report cards not to run due to duplicate courses.
- Section Enrollment Audit (Systems Reports) – Students with missing schedules.
- Multiple Grades – (District Reports) – This report shows a double grade in a course.
- Stored Grades - Missing Grades (PSCB Custom Reports) – Review to ensure there are no missing grades because it will affect your promotion/retention (Grades 1-8) calculations and credits (high schools)

A complete list of reports is available in the Grading Process Manual.

Progress Reports

2021-2022 Grading Process



Grading Process – Progress Reports



Progress Report Process:

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.

Grading Process – Progress Reports

The Grade Coordinator / SIR / HS Registrar / Dean will work with Counselors and run one of the following reports **2 weeks prior to end of grading cycle:**

- **Students Non-Schedule Period** (Secondary schools)
- **Students Not Enrolled in a Course** (Elementary schools)

Grading Process – Reports

Reports to run before permanently storing grades

Students-Non-Scheduled Periods Report

Secondary Campuses Only

1. HISD Connect home page.
2. Select **District Reports** from the **Reports** menu.
3. Scroll down to **Scheduling**.
4. Select the **Students-Non-Scheduled Periods** report.
5. Use the filters to find students with no classes scheduled. Once you run the report you can Export to a CSV File.

See ***Grading Process Manual*** for step-by-step instructions.

Grading Process – Reports

Reports to run before permanently storing grades

Students Not Enrolled in a Course

Elementary Campuses Only

1. HISD Connect home page.
2. Select **District Reports** from the **Reports** menu.
3. Scroll down to **Scheduling**.
4. Select the **Students Not Enrolled in a Course** report.
5. Select filters and submit.
6. Generate report.

See *Grading Process Manual* for step-by-step instructions.

Grading Process – Progress Reports

The Grade Coordinator will confirm with Counselors/Student Schedulers that all schedule changes are complete prior to deadline.

In addition to this verification process, all grades must be forwarded to the new teacher in the case of a schedule change to the same course.

(1 week prior to the end of grading cycle)

Grading Process – Long/Short Term Subs

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. (*The Dean of Instruction or Department Chairperson should oversee substitute teachers.)

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 opposed to utilizing the Historical Grades. (*The Dean of Instruction or Department Chairperson should oversee substitute teachers.)

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.

(*The Dean of Instruction or Department Chairperson should oversee substitute teachers.)

Grading Process – New/Transfer Students

- **New Students Grade Process** – (Out of District / Incoming Transfer students) The Grade Coordinator/SIR/Registrar will input the current grades from the previous school. This will be done in the **Historical** grade section in HISD Connect.
- Be sure to 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 to ensure that the calculations run properly to award credit for high school courses.

Grading Process - Continued

The Grade Coordinator will notify the campus when the cycle gradebook is open for each grading cycle via school bulletin.

(1 week prior to end of grading cycle)

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

The screenshot shows a web interface for 'Settings for Progress Report'. The breadcrumb trail is 'Start Page > School Setup > ProgRep Setup'. The school name is 'Durham Elementary School' and the year is '20-21 Year'. The form has two text input fields: 'School Message (English)' with the value 'this is where the progress report school message goes.' and 'School Message (Spanish)' which is empty. A 'Submit' button is located at the bottom right of the form.

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

Teachers will have **three (3) days** to complete grades and submit them by the close of business.

Grading Process – Verification Reports

Elementary Reports:

- Students-Not Enrolled in a Course
- Teachers Scoresheet Report

Secondary Reports:

- Students-Non-Scheduled Periods Report (Traditional and Block Schedule)
- Teachers Scoresheet Report

Teacher Gradebook and Report Cards

2021-2022 Grading Process



Grading Process – Teacher Gradebook Report

The Grade Coordinator will run the **Teacher Gradebook Report** the morning of the 4th day after the gradebook has been locked.

This report provides an update of the teacher status (3rd day of teacher entry day). The campus administrator will be notified of teachers with incomplete grades.

**Campus administrators should oversee grades. See [Grading Requirements section of 2021-2022 HISD School Guidelines](#).*

Grading Process – Pre-K and KG Report Cards

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 HISD Connect grading section.

Teacher's will verify their gradebook. Report cards will be processed and printed from HISD Connect.

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

Storing Grades

2021-2022 Grading Process



Grading Process – Storing Grades

Grades must be stored at the close of each Progress Report and Report Card grading cycle.

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.

Grading Process – Storing Grades

To permanently store grades:

1. Start Page
2. Setup
3. System
4. Grades
5. Permanently Stored Grades



Store Grades Only Once – If you store multiple times, you will create duplicate grades.



You can store one section at a time if you like.

Permanently Store Grades

Detailed processes and procedures are in the Grading Process Manual for each school level.

- Elementary
- Middle School
- High School

Entering Grades in the Historical

2021-2022 Grading Process



Entering A Single Grade in The Historical

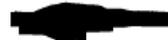
Academics

- Attendance
- Career Tech
- Counselor Dashboard
- Cumulative Info
- Historical Grades**
- PGP
- Standards
- Test Results
- Truancies



Typically, this process is used when new students enroll, and they have grades from their previous school. The process is the same for elementary, middle and high schools.

New Stored Grade RTI IAT

 5  Benavidez ES

School name	<input type="text" value="District Office"/>
School year	<input type="text"/> (example: for 1998-1999 school year, enter 1998)
Store code	<input type="text"/>
Hist. grade level	<input type="text"/>
<p>You must provide EITHER (a) the course and section number of an existing section, OR (b) the course name if this is historical data for which no section record exists. If you provide a course and section, this grade will be associated with the student's enrollment in that section and will print on report cards. If you supply only the course name, the grade will print on transcripts but not on report cards since it is not associated with an actual section enrollment. In either case the grade will be included in transcripts, the Previous Grades screen, and GPA calculations.</p>	
(a) Course number - Section number	<input type="text"/> - <input type="text"/>
(b) Course name	<input type="text"/>
Teacher name	<input type="text"/>
Grade	<input type="text"/>
GPA points	<input type="text"/>
Added value	<input type="text"/>
Percent	<input type="text"/>
Citizenship	<input type="text"/>
Earned credit hours	<input type="text"/>

Entering Multiple Grades in The Historical

Academics

- Attendance
- Career Tech
- Counselor Dashboard
- Cumulative Info
- Historical Grades
- PGP
- Standards
- Test Results
- Truancies



Historical Grades RTI IAT

[Redacted]  5 [Redacted] Benavidez ES

Multiple New Entries

Entering Multiple Grades In The Historical

Academic Record - Entry RTI IAT

  5  Benavidez ES

--> -->

School name	<input type="text" value="District Office"/>
School year	<input type="text"/> (example: for 1998-1999 school year, enter 1998)
Hist. grade level	<input type="text"/>
Grade Suppression Policy Override	<input type="text"/>
Grade Suppression Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Store code	
Course # - Section #	<input type="text"/> - <input type="text"/>
Course Name	<input type="text"/>
Teacher name	<input type="text"/>
Credit type	<input type="text"/>
GPA Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Class Rank Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Honor Roll Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Display on Transcript	<input checked="" type="radio"/> Yes <input type="radio"/> No

Grade	<input type="text"/>					
GPA points	<input type="text"/>					
Added value	<input type="text"/>					
Percent	<input type="text"/>					
Citizenship	<input type="text"/>					
Earned credit	<input type="text"/>					
Potential credit	<input type="text"/>					

Printing Progress Reports and Report Cards

2021-2022 Grading Process



Grade Process – Printing Progress Reports

Generating/Printing Progress Reports

1. Start from the Home Page.
2. Select **Students**.
3. Use the **Group Functions** in the lower right corner. Choose **Print Reports**.
4. Choose **HISD Progress Report**. *Complete filters as needed.*
5. Click **Submit**.

Printing Reports – Progress Reports

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 ▼ MM/DD/YYYY to MM/DD/YYYY

Grade Process – Progress Reports

How to update stored grades:

AFTER grades have been permanently stored and the grading term is locked by the district admin, campuses will have the ability to manually unlock class sections in **PowerTeacher Pro**.

- *Unlocking/locking sections permits access to all (previous and current) grading terms.*
- This is managed at the school level and **ONLY** on the class section.
- Please adhere to district policy when managing the locking/unlocking of school sections after grade reporting is completed.

Grade Process – Printing Report Cards

From the HISD Connect Start page:

1. **Select** the students you want to print report cards. The students will be listed below and will include the number of students you have selected.
2. **Click** on State Reports on the left navigation.

The screenshot shows the PowerSchool SIS interface. On the left is a navigation menu with 'Functions' and 'Reports' sections. The 'Reports' section includes 'State Reports', which is highlighted with a yellow callout '2'. The main area is titled 'Start Page' and shows a search filter for 'Students' with a dropdown set to 'All' and a callout '1a'. Below this, there are filters for grades (9-12, F, M, N, All) and a checkbox for 'Include Remote Enrollments'. A 'Current Selection' bar shows 'Clear All' and 'Grade Level: 9'. Below that, a table titled 'Current Student Selection (137)' lists students and their numbers. A yellow callout '1b' points to the first student, 'Anderson, Cody N'.

Student	Student Number
Anderson, Cody N	14
Andrews, Joshua M	28
Bailey, Jenilyn H	35
Bennett, Cody B	41
Briggs, Jeffrey	58

Scroll Down to the Report Cards and Transcripts Section and choose your desired report card type:

- **'1-12 Report Card'** for Reports Cards for grades 1-12
- **'PK-KG Report Card'** for Report Cards for Pre-K and Kindergarten

Grade Process – Printing Report Cards

Scroll Down to the Report Cards and Transcripts Section and choose your desired report card type:

- **'1-12 Report Card'** for Reports Cards for grades 1-12
- **'PK-KG Report Card'** for Report Cards for Pre-K and Kindergarten

Report Cards and Transcripts	Version	Description
 1-12 Report Card	2.0.12	1-12 Report Card
 PK-KG Report Card	2.0.10	PK-KG Report Card
 HISD Transcripts	1.1.7	HISD Transcripts



Once the Report Card Data Page is open, ensure all areas are correct including:

Grade Process – Printing Report Cards

- Students for who the Report Card will be printed
- Correct Reporting Term and type are selected
- If you want GPA and class rank included on the report card
- How you would like to sort the report cards
- A generic school message that will be included on all report cards

5. Select when you would like the report to run

6. **Click** Submit

Grade Process – Printing Report Cards

1-12 Report Card

Report Information	
Description	1-12 Report Card for HISD Students
Version	2.0.12
Output File Name	ReportCard.pdf
Category	Report Cards and Transcripts
Published Date	10/19/2020 12:10 PM
Teacher Safe	No
Comments	
Report Parameters	(Check box on the right to save as default value) Clear All
Selection Criteria*	<input type="radio"/> All students <input type="radio"/> Filter selected by student id number <input type="radio"/> Grade Filter <input checked="" type="radio"/> The Selected 137 Students Only
Current Student Selection	
Reporting Term*	CE
Report Type*	6-Week Secondary(Elementary)
Print GPA and Class Rank	Yes
Sort Order*	Student Last Name
School Message	Go Tigers!

Scheduling

Please select when to run

Run Now Schedule

Submit

Annotations:

- 4a: Selection Criteria
- 4b: Reporting Term
- 4c: Report Type
- 4d: Sort Order
- 4e: School Message
- 5: Run Now / Schedule
- 6: Submit

Grade Process – Printing Report Cards

Click on the Report Queue Icon

8. Once in the Report Queue, click on the ReportWorks tab

9. Once the report has completed processing, **click** on completed to open the report and see your list of Report Cards. You can save your report at this time.

ool SIS

Start Page > Report Queue (ReportWorks) - My Jobs

HSD High School 20-21 Semester 1

Report Queue (ReportWorks) - My Jobs

System ReportWorks

Refresh

Queued Reports

Pending: 5

Created On	Report Name	Started	Ended	Created By	Status	Options
10/19/2020	1-12 Report Card	N/A		286, 96	Pending	
10/19/2020	1-12 Report Card	N/A		286, 96	Pending	
10/19/2020	1-12 Report Card	N/A		286, 96	Pending	
10/19/2020	1-12 Report Card	N/A		286, 96	Pending	
10/19/2020	1-12 Report Card	N/A		286, 96	Pending	

Completed Reports

Created On	Report Name	Started	Ended	Created By	Status	Options
10/19/2020	1-12 Report Card	10/19/2020 01:58 PM	10/19/2020 01:59 PM	286, 96	Completed	

Scheduled Reports

No scheduled reports

Grade Changes

2021-2022 Grading Process



Grading Process - Grade Changes

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

1. If there was an error in the computation of the student's grade; or
 2. 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.

Grading Requirements

The **Grading Requirements** section of the 2021-2022 HISD School Guidelines provides information about the basis for grading, grading scales, progress reports, report cards, teacher grade changes, and academic progress.

Link to the Grading Requirements section of the HISD School Guidelines:

<https://houstonisd.sharepoint.com/teams/aca/SG/SitePages/XVI.-Grading-Requirements.aspx>

Grade Change Forms

Teachers should complete a Grade Change Form with all required information, signature, and date and submit it to the appropriate staff for all requests.

Two Grade Change Forms are available – one for the Fall Semester and one for the Spring Semester. Campuses should have received copies of the Grading Manual and both forms.

These are auditable documents.

[Insert Campus Name]

School Year: [Insert School Year]
Fall Semester

Student Last Name _____ First Name _____ HISD ID# _____

Course Name: _____ Teacher Name: _____
(print)

ENTER ONLY THE INFORMATION TO BE CHANGED:

1st Six weeks: from _____ to _____

2nd six weeks: from _____ to _____

3rd Six weeks: from _____ to _____

Final Exam (Sem. 1): 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 HISD Connect Grade Files.

Date of request _____ Teacher Signature: _____

.....

Office use only

This grade change request is: _____ Approved _____ Denied

Date: _____ Principal's Signature: _____

Forward to Registrar _____ Computer Entry Date: _____

The Registrar must keep this form on file after the computer record has been corrected for at least one year.

Grade Book Unlock Form

When a grading cycle locks, the teacher can have the grading administrator unlock his/her gradebook to update assignment grades that were due during the cycle term.

Two Grade Book Unlock Forms are available – one for the Fall Semester and one for the Spring Semester. Campuses should have received copies of the Grading Manual and both forms.

These are auditable documents.

[[Insert Campus Name]]

HISD Grade Book Unlock Form
School Year: [Insert School Year]
Fall Semester

TEACHER NAME: _____
(Print First and Last Name)

REQUEST TO UNLOCK:

Entire Gradebook: From (Date) _____ To (Date) _____

Course(s): _____ From (Date): _____ To (Date): _____
_____ From (Date): _____ To (Date): _____

REASON FOR REQUEST (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 HISD Connect Grade Files.

Date of request: _____ Teacher's Signature: _____

.....
OFFICE USE ONLY
.....

THIS UNLOCK REQUEST IS:

Approved

Denied

Date: _____ Principal's Signature: _____

Forward to Registrar _____ Computer Entry Date: _____

IMPORTANT NOTE – The registrar must keep this form on file for at least one year after the computer record has been corrected.

Updated: 9/9/2021 HISD

SIS Resources/Tools

2021-2022 Grading Process



Access to Grading in HISD Connect

1. Complete **HISD Grading Process** training.
2. Complete **SIS Security Request Form**. *Request access to Office Grade Reporting role.*
3. Submit completed form to the **SIS Department**. *Please follow all instructions on the form or access may be denied.*

SIS Support

- Follow guidance provided in SIS Newsline emails.
- Contact your assigned SIS contact for setup and/or technical issues.
- Send a ticket to servicedesk@houstonisd.org for immediate assistance.

Common Data Conditions that Affect Report Cards

(Disseminated 11/4/21)

The reports mentioned in this communication must be clean to successfully generate report cards.

Please be sure to adhere to guidance provided in these communications.

Common Data Conditions That Affect Report Cards

When generating report cards, your report may fail due to several underlying data conditions. Some of the most common data conditions are multiple grades, mismatching course names, and duplicate course enrollments. There are reports you can run to identify records that must be resolved to successfully generate report cards.

NOTE: The reports mentioned here must be clean to successfully generate report cards.

Multiple Grades

The *Multiple Grades* report (under District Reports) lists students with multiple stored grades. Students cannot have multiple grades for a single course and store code (e.g.: C1-C6, S1, S2, etc.).

Multiple grades are deleted via students' Historical Grades page.

Mismatching Course Names

The *Mismatching Course Names* report (under District Reports) lists students with mismatched course names in their stored grades. These mismatched names come from manually entered grades not being entered correctly.

Mismatch course names are cleaned up via students' Historical Grades page.

Duplicate Course Enrollments

The *Duplicate Course Enrollments* report (under System Reports) lists students with overlapping course enrollments.

Overlapping enrollments are cleaned up via the students' All Enrollments page.

If your report cards are failing, please ensure that the reports mentioned here have been run and all errors have been resolved prior to requesting assistance.

If you have any questions, please contact the Service Desk:
Email: ServiceDesk@houstonisd.org | Phone: (713) 892-7378

IT/SIS Support – Solution Center

Campuses can find a wealth of grading tools and resources in the Solution Center.

Solution Center

<https://houstonisd.sharepoint.com/SolutionCenter/SitePages/HISD-Connect.aspx>

The screenshot displays the 'Solution Center' page for HISD Connect. At the top, there is a navigation bar with links for 'myHISD Employee Portal', 'Application Links', 'Collaboration Sites', 'Department Sites', 'Online File Shares', and 'Solution Center'. The main header features the 'HISD Connect' logo, which includes a lightbulb icon, and the text 'ServiceDesk'. Below the header, there are several quick links: 'Training Registry', 'HISD Connect Project Site', 'Teacher Flipbook', and 'Request Assistance'. The main content area is titled 'HISD Connect Solutions' and contains a list of help topics, each with a 'Connect' logo: 'Attendance Help', 'Gradebook Help', 'Reports Help', and 'Scheduling Help'. A sidebar on the right shows a list of solutions under the heading 'HISD Connect Solutions', with a search filter set to 'Name'. The list includes: '> : HC | Access (1)', '> : HC | Admin (16)', and '> : HC | Assignments (3)'. The bottom of the page features a dark blue footer with the text 'HOUSTON INDEPENDENT SCHOOL DISTRICT' and the page number '51'.

Grade Process – FSC Contacts

Please contact your assigned FSC Sr. SIR for support or with questions regarding the grading process.

Name	Title
Zeno, Craig	Sr. Compliance Analyst
Garcia, Berta	Sr. Student Info Rep.
Guerrero, Sylvia	Sr. Student Info Rep.
Shannon, Lisa	Sr. Student Info Rep.
Semien, Valencia	Sr. Student Info Rep.
Smith, LaTonya	Sr. Compliance Analyst
Grant, Nina	Sr. Student Info Rep.
Vacant	Sr. Student Info Rep.
Palmer, Dachundralyn	Sr. Student Info Rep.
Vacant	Sr. Student Info Rep.
Winfree, Veda	Sr. Compliance Analyst
Betancourt, Rachel	Sr. Student Info Rep.
Freeman, Felicia	Sr. Student Info Rep.
Fuentes, Rose	Sr. Student Info Rep.
Salgado, Norma	Sr. Student Info Rep.

Questions?

Thank you!

