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

<table>
<thead>
<tr>
<th>Report Card Cycle (CY) End Date</th>
<th>PR3-PR4 CY3</th>
<th>PR1 CY1</th>
<th>PR2 CY2</th>
<th>PR3 CY3</th>
<th>PR4 CY4</th>
<th>PR5 CY5</th>
<th>PR6 CY6</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/10/2021 (Friday)</td>
<td>10/28/2021</td>
<td>11/15/21</td>
<td>12/10/21</td>
<td>1/19/22</td>
<td>2/10/22</td>
<td>3/31/22</td>
<td>5/12/22</td>
</tr>
<tr>
<td>Open</td>
<td>10/07/2021 (Thursday)*</td>
<td>11/18/21 (Thursday)*</td>
<td>1/20/22</td>
<td>2/10/2022 (Friday)</td>
<td>3/2/22</td>
<td>4/28/22</td>
<td>5/13/2022 (Friday)</td>
</tr>
<tr>
<td>9/14/2021</td>
<td>10/7/2021</td>
<td>11/18/21</td>
<td>12/16/21</td>
<td>1/20/2022</td>
<td>3/3/22</td>
<td>4/29/2022</td>
<td>5/13/2022 (Friday)</td>
</tr>
</tbody>
</table>

**End of 1st semester**
Importance of Grade Reporting

2021-2022 Grading Process
Grading and Course Completion

E1068 Course Completion Indicator

Missing and incomplete grades negatively impact course completion

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

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.

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.

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
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.
Entering Multiple Grades in The Historical
Entering Multiple Grades In The Historical

### Academic Record - Entry

<table>
<thead>
<tr>
<th>School name</th>
<th>District Office</th>
</tr>
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<tbody>
<tr>
<td>School year</td>
<td>(example: 1998-1999)</td>
</tr>
<tr>
<td>Hist. grade level</td>
<td></td>
</tr>
<tr>
<td>Grade Suppression Policy Override</td>
<td></td>
</tr>
<tr>
<td>Grade Suppression Calculation</td>
<td>Include</td>
</tr>
<tr>
<td>Course # - Section #</td>
<td></td>
</tr>
<tr>
<td>Course Name</td>
<td>GPA points</td>
</tr>
<tr>
<td>Teacher name</td>
<td>Added value</td>
</tr>
<tr>
<td>Credit type</td>
<td>Percent</td>
</tr>
<tr>
<td>GPA Calculation</td>
<td>Citizenship</td>
</tr>
<tr>
<td>Class Rank Calculation</td>
<td>Include</td>
</tr>
<tr>
<td>Honor Roll Calculation</td>
<td>Include</td>
</tr>
<tr>
<td>Display on Transcript</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Printing Progress Reports and Report Cards

2021-2022 Grading Process
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.
5. Click Submit.
Print Reports – Progress Reports

### Print Reports

<table>
<thead>
<tr>
<th>Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which report would you like to print?</td>
<td>HISD P1 Progress Report</td>
</tr>
<tr>
<td>For which students?</td>
<td>All 580 currently enrolled students</td>
</tr>
<tr>
<td></td>
<td>All records in a single batch.</td>
</tr>
<tr>
<td></td>
<td>Print only the first ___ records.</td>
</tr>
<tr>
<td></td>
<td>All records in batches of ___ records.</td>
</tr>
<tr>
<td>In what order?</td>
<td>Alphabetical</td>
</tr>
<tr>
<td></td>
<td>By grade, then alphabetical</td>
</tr>
<tr>
<td></td>
<td>By period ___ class, as of this date ___</td>
</tr>
<tr>
<td></td>
<td>(takes extra time)</td>
</tr>
<tr>
<td>If printing student schedules, use...</td>
<td></td>
</tr>
<tr>
<td></td>
<td>courses actively enrolled in during current term (excludes dropped courses)</td>
</tr>
<tr>
<td></td>
<td>all courses enrolled in during current term (includes dropped courses)</td>
</tr>
<tr>
<td></td>
<td>enrollment as of ___</td>
</tr>
<tr>
<td>If printing fee list, only include transactions conducted during...</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(may be overridden in report setup)</td>
</tr>
<tr>
<td></td>
<td>Current School Year ___ to ___</td>
</tr>
</tbody>
</table>

HOUSTON INDEPENDENT SCHOOL DISTRICT
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.

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

- **'1-12 Report Card'** for Report 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

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
Grade Process – Printing Report Cards

Click on the Report Queue Icon


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.
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.
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:
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.
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.
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.

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) 892-7278
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
Grade Process – FSC Contacts

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zeno, Craig</td>
<td>Sr. Compliance Analyst</td>
</tr>
<tr>
<td>Garcia, Berta</td>
<td>Sr. Student Info Rep.</td>
</tr>
<tr>
<td>Guerrero, Sylvia</td>
<td>Sr. Student Info Rep.</td>
</tr>
<tr>
<td>Semien, Valencia</td>
<td>Sr. Student Info Rep.</td>
</tr>
<tr>
<td>Smith, LaTonya</td>
<td>Sr. Compliance Analyst</td>
</tr>
<tr>
<td>Grant, Nina</td>
<td>Sr. Student Info Rep.</td>
</tr>
<tr>
<td>Vacant</td>
<td>Sr. Student Info Rep.</td>
</tr>
<tr>
<td>Palmer, Dachundralyn</td>
<td>Sr. Student Info Rep.</td>
</tr>
<tr>
<td>Vacant</td>
<td>Sr. Student Info Rep.</td>
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<tr>
<td>Winfree, Veda</td>
<td>Sr. Compliance Analyst</td>
</tr>
<tr>
<td>Betancourt, Rachel</td>
<td>Sr. Student Info Rep.</td>
</tr>
<tr>
<td>Freeman, Felicia</td>
<td>Sr. Student Info Rep.</td>
</tr>
<tr>
<td>Fuentes, Rose</td>
<td>Sr. Student Info Rep.</td>
</tr>
<tr>
<td>Salgado, Norma</td>
<td>Sr. Student Info Rep.</td>
</tr>
</tbody>
</table>
Questions?
Thank you!