

## **Procedure for Locking Grades**

In order to ensure that all grades are locked before the roll over at the end of the year the following steps will be followed:

### **END OF QUARTERS 1, 2, 3**

1. Teachers will at the end of each quarter, ensure that they have locked all grades.
  - a. This will include all inactive students if they were in attendance for over 4 Weeks before withdrawing from the class or school.
2. Lead secretary at each school will run a report on Aspire at the end of the quarter
  - a. Academic Progress and Grades not locked
  - b. Show inactive students when running the report
  - c. Identify teachers with students who show an academic grade that is listed
3. Teachers must on the Teacher Workday at the end of the quarter, must sign off with the Lead Secretary that they have resolved grades not locked.

### **END OF THE YEAR**

1. Lead secretary will run a report for each quarter of the year (see 2 above).
2. Teachers when they check out will take time with Lead secretary to resolve or demonstrate that all students' grades for all quarters are locked.
  - a. Will ensure that inactive students who attended over four weeks in a quarter have locked grades
  - b. Verified with Lead Secretary's reports
  - c. Check out will not be signed by Lead Secretary, until all if verified
3. Campus Principals will verify to Lead Director/Superintendent that his/her campus grades are all correct and ready for the roll over.
  - a. Done one week after teacher check out
  - b. Will have run one final report with inactive students and resolved any issues with Lead Secretary
  - c. Sent verification in email