

# D. DEFINITIONS OF CODES

## E. ENTER GRADES BY THE FILL DOWN PROCESS

**Semester 1** Grade 1 - 9 means 1<sup>st</sup> Nine Wks  
Grade 2 - 9 means 2<sup>nd</sup> Nine Wks

**Semester 2** Grade 3 - 9 means 3<sup>rd</sup> Nine Wks  
Grade 4 - 9 means 4<sup>th</sup> Nine Wks

**WUR** – Writes Upon Request - 10<sup>th</sup> Grade ONLY

**Ex Abs** – excused absent – automatically populated

**Un Abs** – unexcused absent – automatically populated

### Grades

**I** Incomplete  
**N** No Grade Awarded at this time  
**W** Withdrew from class before grade given

### Cit – Citizenship

**1** Unsatisfactory  
**2** Needs improvement  
**3** Satisfactory  
**4** Outstanding

### Comments

01 MAKES EXTRA EFFORT  
02 MAKING PROGRESS  
03 EXCESSIVELY TARDY  
04 EXCESSIVELY ABSENT  
05 WORK NOT MADE UP WHEN ABSENT  
06 OFTEN UNPREPARED  
07 DISRUPTIVE IN CLASS  
08 FAILS TO DRESS OUT  
09 ACADEMIC WARNING SENT HOME  
10 LOW TEST GRADES  
11 ASSIGNMENTS INCOMPLETE  
12 DOES NOT HAND IN ASSIGNMENTS  
13 DOES NOT WORK IN CLASS  
14 INATTENTIVE IN CLASS  
15 NOT WORKING UP TO ABILITY

16 DOES NOT STAY ON TASK  
17 NEEDS TO APPLY HIMSELF/HERSELF  
18 IEP GOALS OBTAINABLE BY END OF YR  
19 CONTACT INSTRUCTOR FOR CONFER  
20 DIDN'T MEET MINIMUM STANDARDS  
21 A PLEASURE TO HAVE IN CLASS  
22 NEW STUDENT-GRADE NOT ASSIGNED  
23 RECOMMEND HOMEWORK CENTER  
24 HANDWRITING NEEDS IMPROVEMENT  
25 LOST TEXTBOOK  
26 IEP PROGRESS INADEQUATE  
27 PERFORMING BELOW GRADE LEVEL  
28 MODIFICATIONS IMPLEMENTED  
29 DID NOT MEET ATTENDANCE CRITERIA  
30 HOME SCHOOLED - MISSING GRADES OKAY

98 GRADE EARNED OUT OF COUNTY

These below are assigned by attendance program

51 EARNED GRADE D  
52 EARNED GRADE C  
53 EARNED GRADE B  
54 EARNED GRADE A