**Name:**_____        **Date:**_____

          **PLEASE PRINT**

## Grading Categories

☐   I have **NOT** changed the category names or percentages since I set up my Grade book in August.

## Grading Practices

☐   I have cross referenced student EXTERNAL data vs. my classroom assessment data and intervened for students not performing.
☐   I have used multiple and varied assessments to collect evidence of student understanding.
☐   I have not issued low grades for sub-standard work without first having students redo assignments or given alternate ways for students to demonstrate understanding.
☐   I only gave a zero after using multiple interventions to have students complete the work.

## Assignments, Quizzes, Exams, Projects, Etc.

☐   I have checked that the assignment date is correct for the grading term so that it counts in the student's grade.
☐   I have a **minimum of 1 graded assignment entered per week** for each grading period.

## Progress Reports and End of Terms

☐   I am up to date with entering scores for all students on all assessment tasks (assignments, homework, quizzes, tests, projects, etc.).
☐   I have entered comments for students with grades below 70% (D's and F's).
☐   I have made parent contact for students with grades below 70% (D's and F's).
☐   If I typed any free form or anecdotal comments I have double-checked my grammar and spelling. I have included end punctuation.
☐   The highest end of term grade I am reporting out is 100%.
☐   I am aware of my class averages and they make sense to me based on the work students have done to date.  I have data to support the grades and I know how they compare to my partner teacher's averages.
☐   I have verified the grades and comments in each of my content area classes and I have printed and attached verifications to this checklist to be turned into the Data Specialist.

NOTE:  For any student that was transferred to your class from another teacher in our school, you will need to enter an assignment in your grade book in the previous quarter as **"Transfer Grade"** so that the semester/final grade(s) will be properly averaged.  You should also make a comment indicating that the previous grade is a TRANSFER grade as received from the sending teacher so that the parent knows the grade transferred.

_____        _____
              Signature                      Date