

To: Teachers  
From: Sharon Thomas, Asst. Principal  
Date: Monday, January 04, 2016  
**Re: Grade Verification Sheets and Secondary Interim Reports**

Instructions for **grades verifications**:

Use **red ink only** to make updates and corrections to the verification sheets.

**Step 1:** Review the list of names to make sure that students who appear on your lists are enrolled in your classes. If any student enrolled in your class has been omitted, enter his or her information at the bottom of the page in the class period the student attends.

**Step 2:** Review the term grades of each student. If a grade(s) correction is required, draw a line through the incorrect grade and write the correct grade on the right with your initials. You must also attach the “Student Summary Report” from IC reflecting the grade change.

**Students should not receive any markings other than the A, B, C, D, or F. “P”, “I”, “NG”, and “X” are not permitted.**

**Under no circumstance are you allowed to modify grades once they have been posted and absolutely do not change through the “Grading Task.” The “Grading Task” window in Infinite Campus should strictly be used to post comments.**

**Step 3:** On each sheet where there are no corrections needed, write “NO CORRECTIONS”

**Step 4:** Sign your name at the bottom right of each sheet.

If you have completed entering your 2nd Nine Weeks grades and have checked out with a counselor, you will need to pick up your grade verification sheets, check that they are correct, and sign each page as instructed above.

For those teachers who have not previously checked out with one of the counselors, you have been assigned a grade verification conference time and that schedule was sent out in an earlier email from Ms. Sayles.

If you have been assigned a grade verification conference time, you will need to pick up your grade verification sheets, check each page before meeting with a counselor to check out.

**You will not be allowed to fail a student unless notification through documentation has been sent to the parent/student and a record of such has been forwarded to Ms. Sharon Thomas.**

Please bring a copy of all Secondary Interims that you sent home for the second 9 weeks to Ms. Sharon Thomas.

Please see me if you should have any questions.

*THE GRACE KING HIGH SCHOOL COMMUNITY STRIVES TO CREATE A QUALITY WORKFORCE BY INVOLVING ITS STAKEHOLDERS  
IN THE PLANNING AND IMPLEMENTATION OF MEANINGFUL EDUCATIONAL EXPERIENCES.*

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