

# Report Card Grade Worksheet

We have reached the end of the semester and students should be done with their courses. Please complete the following worksheet to determine report card grades for each student.

Instructions: Complete the Course Name, Percent Complete, and Quality of Work fields. Then use the Final Grade Chart for End of Semester to determine the report card grade. To use the chart, first locate the row for the percent of the course completed, then move over to the column for the quality of work. The grade indicated is the report card grade.

Student Name: \_\_\_\_\_

	Course Name	Percent Complete	Quality of Work	Report Card Grade (to enter in Pathways)
1				
2				
3				
4				
5				
6				
7				

Final Grade Chart for End of Semester	A	B	C	D	F
	Quality Work	Quality Work	Quality Work	Quality Work	Quality Work
90% or More complete	A (5 credits)	B (5 credits)	C (5 credits)	D (5 credits)	F (0 credits)
80% - 89% Complete	B (5 credits)	C (5 credits)	D (5 credits)	F (0 credits)	F (0 credits)
70% - 79% Complete	C (5 credits)	D (5 credits)	F (0 credits)	F (0 credits)	F (0 credits)
60% - 69% Complete	D (5 credits)	F (0 credits)	F (0 credits)	F (0 credits)	F (0 credits)
Not Started - 59% Complete	F (0 credits)	F (0 credits)	F (0 credits)	F (0 credits)	F (0 credits)

NOTE: This chart is only valid for final semester grades.