

REPORT CARD STATUS DEFINITIONS

- STATUS 0** = A course with a status 0 is active in the student's schedule and will print on report cards and transcripts.
- STATUS 1** = A course with a status 1 is any course that was manually added to Student Mark Maintenance (ex. TBS, Summer School, Transfer Grades)
A Status 1 course is not a course currently in the student's schedule, but will print on report cards and transcripts.
- STATUS 2** = A course dropped with a status 2 will allow the teachers to put in a grade for the course. These courses will print on report cards and transcripts.
Withdraw failing situations or (10 day drops if you choose) need Status 2.
- STATUS 3** = A course dropped with a status 3 will NOT print on report cards; however, it will print on the transcripts. The registrar or counselor can manually enter a grade for this course in Student Mark Maintenance, and it will calculate toward GPA, but the class will not show up for the teacher to enter the grade. Use Status 3 after first semester grades have been posted.
- STATUS 9** = A course dropped with a status 9 will NOT print on report cards or transcripts. Courses without any semester grades should be dropped with a status 9 - all courses before Christmas (1st Semester).

STATUS SUMMARY USE

BEFORE CHRISTMAS:

Drop all courses with a **Status 9**

For Withdraw Failing situations:

Drop with a **Status 2** for withdraw/failing, **Last Marking Period = 2**

DURING REPORT CARD PROCEDURES:

Drop courses with a **Status 3** to preserve the semester grades being entered

AFTER CHRISTMAS:

Drop courses with **Status 3**

(You can still drop with a **Status 9** if you know the course *does NOT* have any semester grades.)

For Withdraw Failing situations: *You cannot use Resolve Conflicts*

Drop with a **Status 2** and **Last Marking Period = 4**