

# Grade Book Progress Report

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

Date: \_\_\_\_\_

Period: 1 2 3 4

## Entering Grades

0

1

Grade entering is not completed two days prior to the printing of Progress Reports and/or Report Cards	Grades entered two days prior to the printing of Progress Reports and/or Report Cards
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## Item Dates

0

1

3

Most dates appear to be of when items were entered into grade book	Some dates are reflective of when items were given / assigned	All dates are reflective of when items were given / assigned
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## Item Frequency

0

2

Longer than five schools days between when gradebook items are given / assigned	Gradebook items are given / assigned at least once per week
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## Item Descriptors / Long Names

0

1

3

Most Long Names are blank or do not provide enough information about the item and/or reference to exact standard	Some Long Names indicate topic of items and reference the standard where they are located (e.g. Math Fractions Assessment 4:6 A&B)	Most Long Names indicate topic of items and reference the standards where they are located (e.g. Math Fractions Assessment 4:6 A&B)
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## Subject Content

0

1

3

Content covered does not match the subject Pacing Guide	Content covered mostly matches the subject Pacing Guide	Content covered matches the subject Pacing Guide
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## KC4 Assessments

0

2

3

6

Does not have any curriculum assessments (i.e. assessments from the Curriculum Crafter)	Does not have the required number of curriculum assessments (two for Progress Reports and four for Report Cards)	Has the required number of curriculum items, but not enough coverage of curriculum (e.g. 4:6 A, B, C, & D each counted as one assessment)	Has the required number of curriculum assessments (two for Progress Reports and four for Report Cards) with appropriate curriculum coverage
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## Student Performance

0

2

5

More than 50% of students failing on the curriculum assessments for the marking period	25-50% of students failing on the curriculum assessments for the marking period	Less than 25% of students failing on the curriculum assessments for the marking period
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## Assessment Retakes / Makeups

0

2

No indication that students are allowed to make up assessments, tests, and quizzes that they miss during the marking period	Evidence that students are allowed to make up assessments, tests, and quizzes that they miss during the marking period
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## Grade Weighting

0

1

Not used or used but does not add up to 100%	Used correctly and adds up to 100%
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## Double Asterisk (\*\*)

0

1

Set to “=exempt”	Properly set to “=zero”
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## Possible Points

0

1

Points possible for items in the same category are not equal	Points possible for items in the same category are equal
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## Spelling Tests

0

1

Counted as more than one assessment in a marking period or is given a weighting of more than 10% if not treated as one assessment	Counted as only one assessment for the marking period or is given a weighting of 10% or less
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## Benchmark Assessments

-1

1

Pre-tests or benchmark assessments are used as assessments or other graded items	Pre-tests or benchmark assessments are not used as assessments or other graded items
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Exceptional 90%=27, Very Good 80%=24, Good 70%=21, Satisfactory 60%=18 and <60% = E.