

## **CROWLEY ISD ADMINISTRATIVE REGULATION**

**Board Policy:** EIC (Local)

**Date Effective:** August 1, 2004

**Date Revised:** July, 2013

**RE: Advanced Courses and RELEASE of GPA / Class Rank**

The following procedure will be utilized in the release of class ranks in CISD:

A copy of the transcript that reflects a student's GPA/class ranks will be released upon request at the end of each semester of the 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade year with a cover letter from the district including the following (Exhibit A):

- the information at the point of release is accurate for that point in time of the student's high school history
- note that the status changes each semester as the student takes courses and accrues GPA points
- encouragement to parents to use the information to converse with the student regarding the importance of class rank and GPA
- contact the student's counselor if there are any questions or concerns regarding the information

GPA/class ranks are available upon request during the junior and senior year upon request.

Honor graduates are determined for graduation per board policy EIC Local at the end of the 5<sup>th</sup> six weeks of the senior year. Class rank will be based upon the number of enrolled seniors on the last instructional day of the 5<sup>th</sup> six weeks. Transfer students not qualifying as honor students but who fall in the top ten percent will be ranked in their position.

Students and parents may request a copy of the transcript by following the procedures in Exhibit B.

Exhibit A: Grade Point Average Calculations

Exhibit B: Transcript Request



## Grade Point Average Calculations

Crowley ISD reports two grade point averages on each student's transcript: the Straight 4.0 GPA and the Weighted/Calibrated GPA which is used to determine class rank. Each Grade Point Average converts a numeric semester grade, from each course taken for high school credit beginning in grade 9, to grade points according to the information listed. GPA and Class Rank are calculated each semester beginning in grade 9. The information is accurate at the point of release and is subject to change as the student takes additional courses and accrues GPA points. Parents and students are encouraged to use the transcript information in understanding the importance of academic performance and position in class rank. For questions, please contact the student's counselor at the school listed below.

**Straight 4.0 GPA uses the following scale:**

100-90	A	4.0
89-80	B	3.0
79-70	C	2.0

**Weighted/Calibrated GPA uses the following scale along with the course determination:**

The following grade point scale shall be used for class-rank computations with the weighted scale applying to the advanced high school courses as defined in Chapter 74.30 and listed in the Academic Excellence Indicator System (AEIS) Glossary. These weighted courses shall include Pre-AP, AP, Dual Credit (class of 2009 and after), and GATE courses taken at the high school level. *Note: Courses not included in the GPA calculation are local credit courses (LC) and courses with grades of P or W.*

Numeric Grade	Regular	Weighted Dual Credit	Weighted Advanced Courses
100	4.0	4.5	5.0
99	3.9	4.4	4.9
98	3.8	4.3	4.8
97	3.7	4.2	4.7
96	3.6	4.1	4.6
95	3.5	4.0	4.5
94	3.4	3.9	4.4
93	3.3	3.8	4.3
92	3.2	3.7	4.2
91	3.1	3.6	4.1
90	3.0	3.5	4.0
89	2.9	3.4	3.9
88	2.8	3.3	3.8
87	2.7	3.2	3.7
86	2.6	3.1	3.6

Numeric Grade	Regular	Weighted Dual Credit	Weighted Advanced Courses
85	2.5	3.0	3.5
84	2.4	2.9	3.4
83	2.3	2.8	3.3
82	2.2	2.7	3.2
81	2.1	2.6	3.1
80	2.0	2.5	3.0
79	1.9	2.4	2.9
78	1.8	2.3	2.8
77	1.7	2.2	2.7
76	1.6	2.1	2.6
75	1.5	2.0	2.5
74	1.4	1.9	2.4
73	1.3	1.8	2.3
72	1.2	1.7	2.2
71	1.1	1.6	2.1
70	1.0	1.5	2.0



## Transcript Request

### **Transcript Information:**

A student's transcript is the academic achievement record by year of each course taken by the student. The high school transcript is required by all colleges/universities for review prior to acceptance.

Along with the record of high school courses taken, Crowley ISD reports two grade point averages on each student's transcript: the Straight 4.0 GPA and the Weighted/Calibrated GPA which is used to determine class rank. Each Grade Point Average converts a numeric semester grade, from each course taken for high school credit depending upon EIC (Local) and the year the student entered the 9<sup>th</sup> grade, to grade points according to the information provided in the GPA Calculation document accompanying each requested transcript.

A copy of the transcript that reflects a student's GPA/class ranks will be released upon request at the end of each semester of the 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade year with information regarding the calculations of each GPA as well as class rank. A copy of the transcript that reflects a student's GPA/class ranks will be released upon request for 12<sup>th</sup> grade students at any time during the year.

Parents and students are encouraged to use the transcript information in understanding the importance of academic performance and position in class rank.

### **To request a high school transcript in CISD:**

- The student or parent/guardian will make the request in writing indicating the desired deadline by either signing a Transcript Request log in the counseling office or completing a Transcript Request form.
- The transcript request will include information regarding the delivery of the transcript: i.e. the student will pick up an unofficial copy, the student will pick up an official sealed copy, and/or the high school will mail an official copy to a college/university of the student's choice.
- The school shall be provided a reasonable amount of time to fulfill each request: approximately three (3) business days to one week (5 business days).
- The cost per transcript copy will be \$1.00 after two initial copies are provided free of charge.

Thank you for your cooperation in following this procedure at your campus.