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Sent: Thursday, June 5, 2025 2:13 PM

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Subject: JHS spring (SEM2) final grading timeline & process

Importance: High

Teachers, PLEASE take a few moments to read ALL of this. We have the tiniest window of time for grading at the end of June and no room for errors...

JHS Teachers (FYI for others):

Following is the process and timeline for final grading for SEM2. Attached are the [Incomplete Grade Contract form](#), [Teacher Prep instructions](#) from LMS (for Gradebook and TAC), and the [list of comment codes](#). Let me know if you have any questions.

DATE	TIME	WHAT
Thurs, June 12	by 3 p.m.	FOR SENIORS ONLY: All seniors' grades should be finalized in Gradebook (TAC is not open yet) . You <u>can</u> still make changes, and all changes after June 12 <u>will</u> be included in the grades "push" on June 18.
Wed, June 18	by 3 p.m.	Make sure grades and comments in Gradebook are as up-to-date as possible.
	at 3 p.m.	 <ul style="list-style-type: none">Pause working in Gradebook!All grades and comments will be "pushed" at this time from Gradebook into TAC (Teacher Access Center).
	late afternoon/ early evening	 <ul style="list-style-type: none">You will receive an email from DeeAnn that TAC grading is "open," and you can resume working in Gradebook.Review your grades and comments in TAC. You must FINISH by 3 p.m. on Fri., June 20.<ul style="list-style-type: none">✓ Check <u>everything</u>—do not assume everything uploaded correctly!✓ If you make a change in Gradebook, you must also change the grade in TAC (Gradebook and TAC need to match, and after the "push," this has to be done manually, by YOU).✓ If you make a change in TAC, you must also change Gradebook (so they match...).Whatever is in TAC as of 3:00 on Wednesday is what will go out on report cards and transcripts, unless you change it by 3:00 on Friday!
Fri, June 20	by 3 p.m.!	 <ul style="list-style-type: none">Teacher grading must be finished!TAC will close. This is a FIRM deadline.From this point on, grade changes go to Heather (HCoon@everettsd.org) on a grade change form (she can email the form to you) and will <u>not</u> be included on the printed report cards.
Mon, June 23		Please check your email on Monday! DeeAnn will email you if questions about your grades. Any questions not resolved on Monday may result in incorrect report cards and transcripts.

GRADE REVIEW NOTES:

- If you change a grade in TAC, make sure you also update Gradebook. Report cards are generated from whatever is in TAC, but students and parents see whatever is in Gradebook.
- Don't forget to **grade your TA/OA, Lab Assistant, or Peer Tutor!** TA/OAs are P or F only; Lab Assistants and Peer Tutors may be letter graded.
- Make sure every F grade has at least one comment, per long-standing admin policy.
- An **Incomplete Contract form** is required for every Incomplete grade you assign—**with or without student signature** (*Incomplete fill-in form is [attached](#)*).
- W is not a grading option for teachers; it's for admin use only.
- NC is not a teacher option. If an NC has been authorized by a counselor or administrator, please let me know.

Thurs, June 26		<ul style="list-style-type: none">• DeeAnn will send our grades file to the district for report cards to be printed.• Heather can begin processing transcripts.
Fri, June 27		For any staff still hanging around who want me to sign your check-out sheet, this is your <u>last chance</u> because it's my last day in the office until August!

GRADEBOOKS FOR REGISTRAR

- Be sure to submit your Gradebook to **Heather!** She will need the following:
 - (a) Gradebook (printed/hard copy) – including all assignments, not just final grades, and including withdrawn students (**printing instructions [attached](#)**)
 - (b) Syllabi – If you already submitted a syllabus in fall semester, no need to resubmit.
- *Heather will not initial your check-out sheet without these.*
- If you make any grade changes after you turn in your Gradebook to Heather, she will need documentation.

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