



## RICHLAND ONE

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### Grade Change Submission Process

October 24, 2023

Grades must be finalized in PowerSchool/PowerTeacher Pro before the time posted in the Leadership Guide and the 23-24 PowerSchool Team for the grade storing date. Any grade entered into PowerSchool/PowerTeacher Pro after the grade storing time/date will not be printed on the report card.

The rationale for locking the Reporting Terms is to maintain the integrity of grades. Locking the Reporting Terms ensures that grades are up-to-date, stable, and complete within PowerSchool leading up to the moment when grades are permanently stored as historical record keeping.

Any grade(s) that need(s) to be changed after the storing date will require the teacher to complete a district Grade Change Form and submit a list of assignments with their new grade for each student.

The process for making changes is listed below:

1. Teacher submits a [One to One Plus](#) ticket.
  - **Ticket type:** PowerSchool
  - **Description:** Request \_\_\_\_\_ Reporting Term in PowerTeacher Pro gradebook to be unlocked so I can enter/update grade(s).
    - Indicate the specific reporting term.
  - **Collaborators:** When filling out your ticket, add the following staff members for the question: Who should be notified on update?
    - Database Specialist
    - Principal
    - Assistant Principal
2. Application Support Staff will put a note in the One to One Plus ticket indicating the requested Reporting Term is unlocked.
  - The note will also include the date the teacher has to make changes in the gradebook. **(2 business days)**.
  - The gradebook will be locked after the date indicated in the ticket.
3. Teacher makes changes directly in the gradebook and prints the student's updated Individual Student Report before the gradebook is closed.
  - Individual Student Report must be attached to Grade Change Form.
4. Teacher completes a Grade Change Form for each student.
5. Teacher submits Grade Change Form and an updated Individual Student Report to principal for signature.
6. Teacher uploads signed Grade Change Form and Individual Student Report as a file to the One to One Plus ticket and adds a note that the file(s) have been added.
7. Database Specialist will enter the final grade as a Historical Grade entry in PowerSchool and add a note in the ticket when this has been completed.
8. Application Support Staff will close the ticket once step 7 has been completed.