

Preparing for Marks Submission:

1. Inform teachers early of Deadlines

***Signed** marks verification sheet being due – communicate the deadline for both Diploma and Non-Diploma marks.

-See the attached example e-mail from last year used for communicating deadlines and expectations with teachers. It is best to send this out early January and June.

2. Have a process in place to ensure that all marks are received for all courses.

- To ensure that you have received all the marks for all the courses go to the Master Schedule-go to Show Preferences-then Sort by Teachers

- create a binder with the teacher's name on each tab

- highlight off of the Master Schedule when you receive their signed Final Grade Verification and then file it under their tab.

- If a student has a failing grade in a class the teacher highlights the students name on their Final Grade Verification Sheet and provides a course outline for the class and the students' progress report. You should also be receiving a Falling Marks and CTS incomplete form.

- Then print off the attendance from Quick Look up and store it all together under that teachers tab. This works great for any CEU audits you might get.

3. PASI Comparisons: – use new [Course Enrollment Count Report \(System Reports > sqlReports > Course Enrollment Count Report\)](#) and export to Excel (sort by terms) and compare with **Manage Sections** in PASI.

- This report works great. It might be beneficial to add a column for FES to check your funding against what was submitted to PASI.

End of Term-Important Information

Marks Verification Sheets:

Senior High: teachers need to submit your signed Marks Verification sheet for every class you teach to me. For any student who has failed your class I will need a progress report for the semester and a course outline. Please remember to hi-light the failing student name.

Junior High: teachers please bring your Marks Verification sheets to the office to confirm your marks are ready for Report Cards

Mark Submission Dates

Please remember that once you are done with your marks they can be handed in early as we can submit it as soon as you are done.

Diploma Classes: All Marks need to be in by noon on Jan 17- **June 20**

Non-Diploma Classes: All Marks need to be in by noon on January 30 - **June 28** or earlier

If you have a student writing a make-up exam and need an extension please see me.

Junior High: need to be in by noon on January 30th.

Progress Reports:

Senior High: if you are giving out a progress report please hand it out directly to your students.

Junior High: if you are giving out a progress report please hand it out directly to your students.

February 1 Semester 2 Timetables:

Quarter 3 for

Grade 8 & 9 will be handed out in their Block 1 class with their Report Cards.

Grade 10-12 will be handed out in the SGA with their Report Cards from 8:10-8:45-I will need some volunteers for this please.

Sample Wording for Teachers

Modules:

Senior High-If you are teaching a course that is module based then all module names, numbers and passing students need to be submitted to me by January 23 **June 25** Please make sure you have verified that you are using the most up to date course number and that your students have any pre-requisites required. Marks can follow the deadlines in Mark Submission Dates.

Attendance:

Senior High-If a student is not in your PowerTeacher they are not registered in your class. Please send them to see me at the office to make the necessary adjustments. Please **do not** mark the attendance for February 1 so that I can change classes for students.

Junior High- Teachers can take their attendance.

Also:

Please make sure you have checked the pre-requisites for your class. If you are teaching a class involving modules I can print out Course Mark Inquiry's later in February (after Alberta Education has updated them) for your students-just send me an e-mail to request this. Students have had their Semester 2 timetables since November so changes should have been completed by now😊. Semester 2 Work Experience students have had 2 months to see Work Experience Co-ordinator so they should not be hanging around in the SGA.