

Entering Multiple Historical Grades

The directions below will be used to enter historical grades for students who transfer from schools outside of Shelby County, attend summer school, or earn credit recovery.

1. From the **Start Page**, select the student that needs historical grades.
2. Choose **Historical Grades** from the list of student screens on the left.
3. From the **Historical Grades** screen, click on the **Multiple New Entries** link.

Multiple New Entries		Single New Entry	Previous School Names	Detail View	
Year/Term	Grd Lvl	Course	Earned Credit	Q1	
06-07 YR	11	AP English 11 Lang. & Comp.	0.0	A	
06-07 YR	11	AP US History	0.0	A	

4. Enter the **School name** from which the student earned the credit.
NOTE: If the credit was earned in summer school, enter the school name + "Summer School". Example: Collierville High Summer School
5. Enter the **School year** in the form of **ccyy**. If the school year was 1998-1999, enter 1998. You can only enter one school year at a time. If you need to enter multiple school years, you will have to repeat this process.
6. Enter the **Hist. grade level** that corresponds to the school year.
7. Enter the **Store Code** of **S1** and **S2** for 1st semester and 2nd semester.
8. Enter the **Course number** for the first course if the course corresponds to a course within the PowerSchool Master Course List. **NOTE:** If the course is not already in PowerSchool, do not enter a course number.
9. Enter the **Course name**. If the course number corresponds to a course that has already been defined within PowerSchool, you do not have to fill in the Course name.
10. Enter the numerical grade under the appropriate semester **Store code**.
11. Enter the **GPA points** under the appropriate semester **Store Code**.
12. Enter the **Percent** for each grade. (Same as the numerical grade).
13. Enter the **Earned credit** under the appropriate semester **Store Code**.
14. Enter the potential credit for that course for each term listed.

15. Enter a credit type if the course is **NOT** in PowerSchool. Use the credit type scheme on Page 3. **NOTE: A course must have a credit type to print on the transcript.**

	School name	Arlington High				← 4.
5. →	School year	2004	(example: for 1990-1999 school year, enter 1990)			
6. →	Hist. grade level	9	Store code	51	52	← 7.
8. →	Course number	MA151	Grade	97	95	← 10.
	Course name		GPA points	4	4	← 11.
	Teacher name		Added value			
15. →	Credit type		Percent	97	95	← 12.
	Exclude from GPA?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude	Citizenship			
	Exclude from class rank?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude	Earned credit	.5	.5	← 13.
	Exclude from honor roll?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude	Potential credit	.5	.5	← 14.

16. Repeat steps 8-13 for each of course that the student needs an historical grade for that school year in the space below the first entry.

17. Click **Submit**.

NOTE: If any of the courses are for credit recovery, from the Historical Grades screen click on the grade entered for that class. Add **CredRec** to the course name and click **Submit**. Example: Algebra I CredRec

18. Repeat the steps for each year the student needs historical grades.

Credit Types for NON-SCS Courses

Please use the following credit types for courses that DO NOT map to any Shelby County course offered in the District.

Course	Credit Type
English	
English 9	9,EN
English 10	10,EN
English 11	11,EN
English 12	12,EN
Other English not counting as English graduation requirement (i.e., Gateway English)	20,EN
Math	
Algebra I	2,A,MA
Geometry	2,G,MA
Other Math counting as math graduation requirement	2,MA
Other Math NOT counting as math graduation requirement (i.e., Gateway Algebra)	20,MA
Science	
Biology I	3,B,SC
Any science counting as PHYSICAL science graduation requirement	3,P,SC
Other science counting as science graduation requirement	3,SC
Other science NOT counting as science graduation requirement (i.e., Gateway Biology)	20,SC
Social Studies	
Economics	5,SS
US Government	13,SS
World History/World Geography	8,SS
Other SS NOT counting as SS graduation requirements	20,SS
Foreign Language	
Other languages counting as FL graduation requirements (2 years of same language)	14,O
Other languages NOT counting as FL graduation requirements (only one year of a language)	20,O
Fine Arts	
Instrumental Music	15,FB
Vocal Music	15,FC
Theatre	15,FT
Art	15,FA
Wellness	
Course that counts as wellness graduation credit (ROTC, etc.)	7,W
Career and Technical	
Any C&T course that counts as a technical area graduation requirement	16,TP
Any C&T course that counts as an elective	16
Other	
Any course that counts as an elective that doesn't fit anywhere else	20