

# USING THE RECORD AND GRADE BOOK

## Monthly Reminders (page 3)

Use this chart as a quick reference. Record significant events and upcoming meetings, appointments, conferences, seminars, etc.

## Student Roster (pages 4-5)

Record both student and parent or guardian names and addresses. Where applicable, make a special note of differences in last names. You may wish to list siblings and their grades if they attend the same school. Notes may include information regarding special needs children and medications necessary.

## Class Record (pages 6-63)

The class record is designed to provide organized space for recording daily notations or grades for assignments, tests, attendance, tardies, participation, etc. Each page contains a five-week block of spaces so that a student's record for an entire quarter of ten weeks can be read on facing pages. Summary columns for recording total attendance, tardies, and grades appear on the right-hand facing page for each ten-week period.

## Grading Chart (page 64)

A convenient chart for scoring students' work is provided at the back of this book. Use the chart as a quick reference when scoring 3 to 50 items of equal value. To use the chart, simply "connect" the row that matches the total number of items to be scored with the column indicating the number of incorrect items.

By following across the row and up the column to the intersection point (number), you can determine the raw score. For example, if the total number of items on a given test is 35, and a student marked 5 incorrectly, his or her score would be 86%. The score is obtained by moving across row 35 and up column 5 to the point where they meet (86%).

GRADING CHART

50	98	96	94	92	90	88	86	84	82	80	78	76	74	72	70	68	66	64	62	60	58	56	54	52	50	48	46	44	42	40	
49	98	96	94	92	90	88	86	84	82	80	78	76	74	72	70	69	67	65	63	61	59	57	55	53	51	49	47	45	43	41	39
48	98	96	94	92	90	88	85	83	81	79	77	75	73	71	69	67	65	63	60	58	56	54	52	50	48	46	44	42	40	38	
47	98	96	94	91	89	87	85	83	81	79	77	74	72	70	68	66	64	62	60	57	55	53	51	49	47	45	43	40	38	36	
46	98	96	93	91	89	87	85	81	80	78	76	74	72	70	67	65	63	61	59	57	54	52	50	48	46	43	41	39	37	35	
45	98	95	93	91	89	87	84	82	80	78	76	73	71	69	67	64	62	60	58	56	53	51	49	47	44	42	40	38	36	33	
44	98	95	93	91	89	86	84	82	80	77	75	73	70	68	66	64	61	59	57	55	52	50	48	45	43	41	39	36	34	32	
43	98	95	93	91	88	86	84	81	79	77	74	72	70	67	65	63	60	58	56	53	51	49	47	44	42	40	37	35	33	30	
42	98	95	93	90	88	86	83	81	79	76	74	71	69	67	64	62	60	57	55	52	50	48	45	43	40	38	36	33	31	29	
41	98	95	93	90	88	85	83	80	78	75	73	71	68	66	63	61	59	56	54	51	49	46	44	41	39	37	34	32	29	27	
40	98	95	93	90	88	85	83	80	78	75	73	70	68	65	63	60	58	55	53	50	48	45	43	40	38	35	33	30	28	25	
39	97	95	92	90	87	85	82	79	77	74	72	69	67	64	62	59	56	54	51	49	46	44	41	38	36	33	31	28	26	23	
38	97	95	92	89	87	84	82	79	76	74	71	68	66	63	61	58	55	53	50	47	45	42	39	37	34	32	29	26	24	21	
37	97	95	92	89	86	84	81	78	76	73	70	68	65	62	59	57	54	51	49	46	43	41	38	35	32	30	27	24	22	19	
36	97	94	92	89	86	83	81	78	75	72	69	67	64	61	58	56	53	50	47	44	42	39	36	33	31	28	25	22	19	17	
35	97	94	91	89	86	83	80	77	74	71	69	66	63	60	57	54	51	49	46	43	40	37	34	31	29	26	23	20	17	14	
34	97	94	91	88	85	82	79	76	74	71	68	65	62	59	56	53	50	47	44	41	38	35	32	29	26	24	21	18	15	12	
33	97	94	91	88	85	82	79	76	73	70	67	64	61	58	55	52	48	45	42	39	36	33	30	27	24	21	18	15	12	9	
32	97	94	91	88	84	81	78	75	72	69	66	63	59	56	53	50	47	44	41	38	34	31	28	25	22	19	16	13	9	6	
31	97	94	90	87	84	81	77	74	71	68	65	61	58	55	52	48	45	42	39	35	32	29	26	23	19	16	13	10	6	3	
30	97	93	90	87	83	80	77	73	70	67	63	60	57	53	50	47	43	40	37	33	30	27	23	20	17	13	10	7	3		
29	97	93	90	86	83	79	76	72	69	66	62	59	55	52	48	45	41	38	34	31	28	24	21	17	14	10	7	3			
28	96	93	89	86	82	79	75	71	68	64	61	57	54	50	46	43	39	36	32	29	25	21	18	14	11	7	4				
27	96	93	89	85	81	78	74	70	67	63	59	56	52	48	44	41	37	33	30	26	22	19	15	11	7	4					
26	96	92	88	85	81	77	73	69	65	62	58	54	50	46	42	38	35	31	27	23	19	15	12	8	4						
25	96	92	88	84	80	76	72	68	64	60	56	52	48	44	40	36	32	28	24	20	16	12	8	4							
24	96	92	88	83	79	75	71	67	63	58	54	50	46	42	38	33	29	25	21	17	13	8	4								
23	96	91	87	83	78	74	70	65	61	57	52	48	43	39	35	30	26	22	17	13	9	4									
22	95	91	86	82	77	73	68	64	59	55	50	45	41	36	32	27	23	18	14	9	5										
21	95	90	86	81	76	71	67	62	57	52	48	43	38	33	29	24	19	14	10	5											
20	95	90	85	80	75	70	65	60	55	50	45	40	35	30	25	20	15	10	5												
19	95	89	84	79	74	68	63	58	53	47	42	37	32	26	21	16	11	5													
18	94	89	83	78	72	67	61	56	50	44	39	33	28	22	17	11	6														
17	94	88	82	76	71	65	59	53	47	41	35	29	24	19	12	6															
16	94	88	81	75	69	63	56	50	44	38	31	25	19	13	6																
15	93	87	80	73	67	60	53	47	40	33	27	20	13	7																	
14	93	86	79	71	64	57	50	43	36	29	21	14	7																		
13	92	85	77	69	62	54	46	38	31	23	15	8																			
12	92	83	75	67	58	50	42	33	25	17	8																				
11	91	82	73	64	55	45	36	27	18	9																					
10	90	80	70	60	50	40	30	20	10																						
9	89	78	67	56	44	36	22	11																							
8	88	75	63	50	38	25	13																								
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5	80	60	40	20																											
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# STUDENT

Student's Name	Parent's Name	Address
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Week of

Subject		Assignments																								
Time/Period			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F				
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Week of

														Days Present	Days Absent	Tardies	Quarter Grade	
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