

Grades, Credit, and Attendance

General instructions for using HSRO to report grades and attendance:

- Grades and attendance are reported twice a year.
- Grades are submitted by logging into your grade reporting account and posting them online.
- You will only need to post semester averages at the end of each semester.
- The quickest and easiest way to enter the grades is to use the **EZ form** under each student's name and enter all the subjects, grades, and credits for that semester or quarter.
- Be sure the student's grade level and school year is correct.
- To indicate a course is for high school credit, simply assign the correct number of credits per semester to the course. (See below for additional information)
- Please be as specific as possible when entering the subject names.
- High school English courses are titled as English 1,2,3 and 4.
- Dual enrollment English courses will be entered as an Elective and then labeled according to the college name - Eng. Comp 1., for example.
- If you choose "Elective" under the course selection, you can then type in any course name that is not listed - this does NOT mean that the course is an elective, but it's the only way you can type in the exact course name. The word "Elective" can be deleted before the official transcript is sent.
- As a rule, you will not list high school courses as general courses. One possible exception is 9th grade General Science.
- When selecting the student's grade level, post the grade level that the student is in for the current school year (Not a different grade level for each class). For example, if a student is a 9th grader but taking courses at different levels, please do not post different grade levels according to the curriculum being used. The correct way would be to list the student as a 9th grader for all courses taken during the semester. Additional course information can be provided as necessary in the applicable section on your grade form.
- All high school grades must be letter or numerical grades and not Satisfactory/Excellent or Pass/Fail.
- Please DO NOT delete any previous grades, school years, or any student information (even if that student is no longer enrolled with SFA).

SFA's grading scale –Letter grades are used on most high school transcripts. To convert your percentage grades to Letters, we recommend the following scale. Grade points will be averaged using the standard 4 point scale and SFA's policy is to use the typical unweighted scale. Requiring higher percentages for grade points may actually be a disadvantage to the student rather than an advantage.

- A = 90 – 100 = 4 points
- B = 80 – 89 = 3 points
- C = 70 – 79 = 2 points
- D = 60 – 69 = 1 point
- F = 59 or below = 0 points

NOTE: All high school grades must be letter or numerical grades and not Satisfactory/Excellent or Pass/Fail. If you enter numerical grades, they will be converted to our grading scale above. We generally recommend letter grades and you have the options of + or - with each letter grade. So a numerical grade of 89 would be a B+, whereas a 90 would be an A-. A 100 average would naturally be an A+.

High School Credits -

- 1 Credit = a full year of study or approx. 150 hours of study.
- .5 Credit = a semester of study or approx. 75 hours of study.
- Most homeschool curriculum is worth one credit, even if the student can do the work in less time or takes longer.

- For example, a 1 semester course would be given .5 credits. A two semester course would be given .5 credits for each semester totaling 1 credit for the year. If you are using quarters then a 1 year course would be recorded as .25 credits. per quarter.
- Dual enrollment courses earn 1 credit per semester.
- Since one credit is approx. 150 hours of study, or about 50 min. per day, we do not recommend giving more than 8 credits per year. That's approx. 7 - 8 hrs. of study time per day.
- It is not necessary, however, to do the course in 50-minute increments, nor do you have to keep a log of the hours.
- Block scheduling is when a student completes a 1 year course in 1 semester (spending double time on that course). Student's on a block schedule will take 3 or 4 courses per semester.
- PE Credit: 150 hours of PE (structured or non-structured) = 1 credit. If a student is actively involved in an organized sport for several years, it would be better to list the activity in the portfolio instead of giving multiple credits for the activity. 1 Credit of PE is sufficient on the transcript.
- Performing Arts/Music Credit: 150 hours of music, dance, choir, drama, or any combination of these = 1 credit. A student can get multiple credits but the course title should describe the activity such as music performance, music theory, ballet and etc. Again, the portfolio is a great place to show a student's strong areas.

Attendance

- To enter a student's attendance, simply click on the **Attendance** link under the student's name.
- You can then apply the attendance for all students in the family and you can pre-fill the days, deleting only the vacation days or holidays.
- You do not have to fill in each day with a V or H; you can simply leave it blank. The total attendance for the year must be equal to or greater than 180 days.
- If your student has transferred from another school, then the attendance from both schools are combined to equal 180 days.
- Your SFA grade reporting account will reflect only those days done while registered with SFA.
- It is the parent's responsibility to determine how many days of school a transfer student must complete to satisfy the 180 days. Usually a student will do 90 days per semester.
- By law, a student in grade four or higher must spend 5 hrs. per day doing "school work" for it to count as one day of attendance. And, yes, educational field trips and unconventional learning does count!