**High School Grading - Stakeholders and Responsibilities**

The following table provides an overview of the required grading tasks to be performed in IMPACT Gradebook, including a matrix of role-specific responsibilities for teachers, grading coordinators, and principals. This document also includes an overview of a variety of optional grading tasks that teachers can perform in Gradebook.

<table>
<thead>
<tr>
<th>Action</th>
<th>Marking Period Grades</th>
<th>Progress Reports</th>
<th>Report Cards</th>
<th>Important Notes</th>
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</table>
| **Teacher** | **System:** IMPACT Gradebook  
Teachers will submit marking period grades for each student for each class in Gradebook.  
(Marking periods: 10th, 20th, 30th, and 40th week.) | **System:** IMPACT Gradebook  
Teachers submit marking period grades into Gradebook so that progress reports can be generated. | **System:** IMPACT Gradebook  
Teachers will provide marking period grades in Gradebook so that report cards can be generated. | **Grade Entry:** Teachers are only required to submit the marking period and final grade required to generate progress reports and grading reports. |
| **Grading Coordinator** | **System:** IMPACT SIM  
After the marking period ends and after teachers have verified grades, the grading coordinator can make marking period grade changes in SIM. SIM is the system of record for historical grading information that feeds the high school transcript and calculates class rank and GPA. | **System:** IMPACT Gradebook  
Coordinators will generate this report after all teachers have validated their grades in Gradebook. | **System:** IMPACT Gradebook  
Coordinators will assist the campus principal in generating and distributing report cards at the end of each marking period. This will occur on the 11th, 21st, 31st, and 40th week. | **Grading Scales:** Each school is set up with a default recommended grading scale, unless a change is requested by the principal. |
| **Principal** | **System:** IMPACT Gradebook  
Principals will monitor teacher participation to ensure that sufficient grades are entered to justify marking period grades and to ensure that all grading tasks can be completed. | **System:** IMPACT Gradebook  
Principals will oversee the configuration and generation of failure notices on a regular basis. | **System:** IMPACT Gradebook  
Principals will oversee the configuration and generation of these reports at the end of every marking period. This will occur on the 11th, 21st, 31st, and 40th week. | **High School Transcripts:** Transcripts are printed from IMPACT SIM. |
| **Parents** | **System:** IMPACT Parent Portal  
Parents can monitor grades online via the Parent Portal. Parents can also establish automated alerts to monitor grades sent to their phone or email. The Portal does **not** replace the paper distribution of Progress Reports and Report Cards. | | | **Movement of Grades to SIM:** All grades will be moved to SIM for historical records. Any changes that need to be made after the end of the grading period must be performed by administrators or grading coordinators in SIM. All changes will be synchronized back to Gradebook the following business day. |

**Optional Grading Functions:**
- Use of pre-defined Gradebook Categories
- Daily Assignment Entry
- Linking Assignments to Illinois Learning Standards

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