Clarifying Pass/Incomplete Grading Practice in K-8

Who: Administrators, Gradebook Managers, Teachers

ODE's clarification for using Pass or Incomplete:

For students who have demonstrated sufficient evidence of progress (Pass)	For students who have not yet demonstrated sufficient evidence of progress (Incomplete)
• As a district, determine one common mark to indicate Pass. • The word used on report cards does not have to be "Pass," but rather a local equivalent. • No letter grades issued on report cards.	• As a district, determine one common word to indicate Incomplete. • The word used on report cards does not have to be "Incomplete," but rather a local equivalent. • No "Fail" issued on report cards.

Don't make this harder than it needs to be! If you can use the grading scale your teachers are already used to, that would be easiest. It's also easier for us as we help modify your report card.

Here is some general guidance for grading in our system to comply with ODE recommendations. In addition, see the table below for specific word usage:

Middle Schools—All middle schools already have "Pass" and "Incomplete" set up in their gradebooks. Since teachers are used to these grades, we would encourage you to use them.

Elementary—Some elementary schools have "Pass" and "Incomplete" set up in their gradebooks. If you are one of these schools, we encourage you to use them. If not, then we suggest that each school agree on two grades THAT YOU CURRENTLY USE. One will equal "Pass" and the other "Incomplete". ODE suggested a cover letter go home with the report card to explain your plan.

Important to note: Per ODE, you may NOT use the term *Doesn't Meet, Not Meeting, Area of Concern* or anything indicating *Fail*.

Here are some examples to help guide the two words you might use:

❑ Example 1: If you use the following grading scale—*Exceeds, Meets, Nearly Meets, Doesn't Meet*, as a staff you could agree that a "Meets" could be given for any work that Exceeds or Meets to represent "Pass". A *Nearly Meets* could be given to represent "Incomplete". But you can NOT use Does Not Meet.

❑ Example 2: If you use a standards based number system of 1-4, then you can agree that a "4" will be given for any work that normally would be given a 4-2 to represent "Pass". A "1" would be given to represent an "Incomplete" as long as your grade legend doesn't say "*Does Not Meet*".

We went through many of your report cards and found the following language that many of you use for the lowest "grade". Here is a list of ODE approved words for "Incomplete". If any of these are already in your grading scale, we suggest that you use them to represent "Incomplete".

This is not a complete list. They were gracious enough to give me a head nod for these words:

Approved by ODE to replace Incomplete	Do NOT use to replace Incomplete
➢ Developing ➢ Beginning ➢ Emergent ➢ Insufficient Evidence ➢ Sometimes Demonstrates ➢ Nearly Meets ➢ NA (Not Assessed) ➢ NA (Not Applicable) ➢ Not Enough Evidence ➢ Not Yet Meets ➢ Exempt ➢ Needs Improvement	➢ Does Not Meet ➢ Not Meeting ➢ Letter grades A-F ➢ Area of Concern

We did not ask them for guidance on the words for "Pass". We are confident you won't have trouble finding an equivalent in your scales that will work.

Please contact our help desk for help with any changes.

We are here to help

If you have any questions, please call the Student Information Systems Help Desk at 866.914.2800 (toll free) or 541.812.2800. Our phones are staffed from 7:30 AM to 5:00 PM every weekday. You can also submit questions, problems, or concerns via the online Web Help Desk. Your office staff will assist you with this.

As you've likely heard many times, we are all in this together. LBL's SIS team is here to help you succeed in these most challenging of times.