

DO NOT USE FOR REPORT CARDS
Progress Report Grade Worksheet

We have reached the midpoint of the semester and students should be at least half-way through their courses. Please complete the following worksheet to determine progress report grades for your student.

Instructions: Complete the Course Name, Percent Complete, and Quality of Work fields. Then use the Mid Semester Grade Chart for Progress Reports to determine the progress report grade. To use the chart, first locate the row for the percent of the course completed, then move over to the column for the quality of work. The grade indicated is the progress report grade.

Student Name: _____

	Course Name	Percent Complete	Quality of Work	Progress Report Grade (to enter in Pathways)
1				
2				
3				
4				
5				
6				
7				

Mid Semester Grade Chart for Progress Reports	A	B	C	D	F
	Quality Work	Quality Work	Quality Work	Quality Work	Quality Work
45% or More complete	A	B	C	D	F
40% - 44% Complete	B	C	D	F	F
35% - 39% Complete	C	D	F	F	F
30% - 34% Complete	D	F	F	F	F
Not Started - 29% Complete	F	F	F	F	F

NOTE: This chart ONLY applies to mid-semester grades. It is NOT valid after the midpoint of the semester.