**Prior to issuing a grade for a student, the following must occur:**

**•     Open the student’s grade book, and make sure every assignment is accounted for.**

**•     Make certain the student has completed every DBA, and exam.**

**•     Ensure, the student has submitted work in each semester for a period of 14 days. The count begins with the first assignment and ends with the last. You will need to make sure exams have passwords, so that you can adhere to this policy. Do not issue the final password unless there has been a 14 day period of assignments being submitted.**

**•     You have called and confirmed the grade with the student, and family. This is not a best practice; this is an expectation of your job. It is a best practice to have a frank discussion with the student and family prior to giving the final exam password. If there are any resubmissions, they should occur prior to the exam being taken. When you call to confirm the grade, and leave a message, state that the student has 48 hours to contact or the grade will be submitted.**

* **You have checked that the percentage in the grade book, matches the percentage in VSA.**
* **When issuing the grade in VSA, you guarantee you have selected the correct student.   The grade you issue is 60% or higher. We do not issue failing grades, instead students are withdrawn via WF or CF.**
* **You have double checked Honors/Advanced vs. Regular status in VSA.**

[**FLVS Eligibility Verification**](http://develop.flvs.net/Training/Development%20Repository/VSA/Aug2012/FTE_Teachers/pres/fteAudit.htm)

**To collect FTE, each student’s address, age, and grade level must be confirmed against eligibility requirements.**

**Eligible students are a Florida resident, between the ages of 5 and 21, and in grades K-12. The age of 22 is acceptable if the student is an ESE student.**

**When all of these items are complete, it is appropriate to issue a grade. Every time we have to rescind a grade it brings scrutiny to our organization, especially when we are audited. If you have questions, or are unsure, check with your IL prior to issuing a grade.**