

# - High School Grade-Level Determination “Rules” -

## Assigning the Credit Based Grade Level

A student's grade level changes as the student accumulates graduation credits and is adjusted on a continual basis, per the following rules.

**Definition.** Grade level is based on the number of high school credits earned toward graduation, regardless of the time of the school year (see note # 3 for exceptions). Grade level determinations take place twice yearly: after summer school and after the end of the first semester. Students at Charter Schools and Adult Education locations (HSDP) are excluded from these determinations.

---

Grade Level	Credits Earned
9	0–9
10	10–20
11	21–30
12	31 or more

Table 1: Grade Level / Credits Earned Brackets

## Grade Level Determination Methods

---

There are six grade level methods:

1. **CRED** - Credits Earned
2. **ENRT** - Enrollment
3. **ADJCLO** - Adjusted to match class-of
4. **NDB** - Non Diploma Bound
5. **OPT2** - Option 2 Diploma Students
6. **ELSE** - All Else

1. **Credits Earned (CRED).** When enrollment records are complete the CRED method is used. A student's earned credits are added up and his grade level is determined per Table 1, above (see No. 3 below for exceptions). In this method a second-year high school student starting the school year with 8 credits earned will be promoted into grade 10 at the end of the first semester upon earning at least two more credits.

2. **Enrollment (ENRT).** Students with missing semesters of high school grades (e.g., because they just enrolled in a district school from outside the district and have not had transcript data yet entered into the system or because they missed a semester or more of school) are assigned grade levels based on the school's determination of grade level .
3. **Adjusted Class Of (ADJCLO).** When a student has enough credits to be promoted into a grade level that exceeds his graduation year or class-of determination the ADJCLO method is used. Regardless of possible "surpluses" of credits earned (e.g., through enrollment at 4x4 schools or through world language or mathematics credits earned before entry into high school), a student may NOT be promoted into a grade level that exceeds the expected grade level based on his/her class-of, which, in turn, is based on the school year of initial entry into grade 9. For example, a second-year high school student who had earned 22 credits by the end of the first semester of the second year may not be promoted into grade 11 until the end of his/her second year in high school.
4. **Non Diploma Bound (NDB).** Non-diploma-bound students are assigned grade levels based on the school's determination of grade level .
5. **Option 2 (OPT2).** Students that qualify for the Option 2 Diploma Program are automatically made 12<sup>th</sup> graders if they are  $\geq$  17 years of age.
6. **Else (ELSE).** All other students for whom a grade level cannot be assigned by this process (e.g., students who just entered the district and for whom there is no information) are assigned grade levels based on the school's determination of grade level.