



FY26 Student Course Grade Collection

Collection Dates September 18, 2025 – September 11, 2026

October 15, 2025
Cathy Edwards



General Collection Information

Collection Dates

- September 18, 2025 – September 11, 2026

Source File

- FR Record type
- L collection

Reports

- No Level 1 reports
- Level 2 report (report explanation available)
 - Student Course Grade Missing Report

General Collection Information

- **Who Reports**

- Traditional Districts
- JVSDs
- Community and STEM Schools
- State Supported Schools
- Not reported by ESCs

- **What is the collection for?**

- To identify students who may be at risk of not graduating based on their course performance (Early Warning System)

General Collection Information

- **What is reported?**

- Grade (Course Grade)
- Grade Status
- Local Classroom Code
- Term

Required to be reported for any course that earns High School Credit

*Note that when reported, grades for middle school (grades 6-8) math and English courses will be utilized in the Early Warning System. DEW therefore encourages the reporting of grades for these courses.

Grade

The grade assigned to a student for a particular term

Valid Options

- A-D, F** The traditional A-D or F grade for a student, or the equivalent grade for a course if the course does not have a grade and is not pass/fail
- I** A student's work in a course is incomplete at the end of a term, and the district's or school's policy allows the student to complete the work after the end of the term
- P** A student has passed a course that is evaluated on a pass/fail basis
- U** At the time of reporting, a student's grade for a term is unknown
- W** The student withdrew from the course before earning any credit in the course

Grade (Course Grade) in Campus

Reports for all courses in grades 9-12 or those marked as High School Credit courses (any grade level).

Additional Information:

- If the Grading Task is not marked as State Reported and the student has a Roster End Date prior to the end of the section, reports as W.
- If the section has ended with no grade reported, reports as U. To report a final grade, the grading task must be marked as Final.
- If any reported grading task has Course Credit associated with it, all grades marked as State Reported are reported.
 - A grade of I: Incomplete only reports if the term is over and no grade has been given for the reported grading task.
 - A record does not report if the student does not have a grade, unless the term has ended and the student has withdrawn.

Course Grade in Campus

Scheduling & Courses>Courses>Course Grading Tasks;

Credit assigned to the grading task

Course

Sections

Grading Tasks

Standards

Categories

Grade Calc Options

 Save

 Delete

 Add

 Copy

Grading Task Editor

Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
 Quarter	High School	English	High School SG		1.000	
 Final	High School	English	High School SG	1.000		
 Interim			High School SG			

Course Grading Task Detail

Grading Task
Final

*Score Group

High School SG

Term GPA

Credit

1

Credit Type

English

Credit Overflow Override

Term Mask

☐ Term 1 ☐ Term 2 ☐ Term 3 ☒ Term 4

☐ Post-only Grading Task



Course Grade in Campus

Grading & Standards>Grading Setup>Grading Task Setup

Grading task – State Reported

The screenshot displays the 'Grading Task Setup' interface. At the top, there are four buttons: 'Save' (green square with a floppy disk icon), 'Delete' (green square with an 'X' icon), 'New' (green square with a '+' icon), and 'New One-time Task' (green square with a '+' icon). Below these buttons is a 'Grading Tasks' sidebar with a tree view containing 'Quarter', 'Exam', 'Sem Avg', 'Final' (highlighted with a blue box), and 'Interim'. The main area is titled 'Grading Task Detail' and contains the following fields:

- *Name:** 'Final' (text input)
- Abbreviation:** (empty text input)
- Number:** '4' (text input)
- Seq:** '4' (text input)
- Code:** 'YE' (text input)
- Posts to Transcript:** ☒ (checkbox)
- State Reported:** ☒ (checkbox)
- External LMS Exclude:** ☐ (checkbox)
- Final:** ☒ (checkbox)
- Include in Report Card:** ☒ (checkbox)
- Include in Portal:** ☒ (checkbox) - This field is highlighted with a blue box.
- Archived:** ☐ (checkbox)
- Parent Grading Task:** (dropdown menu)
- Comments:** (text area)

Two blue arrows point from the 'Final' item in the sidebar to the 'Final' checkbox and the 'State Reported' checkbox in the 'Grading Task Detail' form.

Course Grade in Campus

Grading & Standards>Grading Setup>Grading Task Setup

Code

Code must match between the Student Course (GN), Student Course Grade (FR), Staff Course (CU), and Course Master (CN) records.

- The name of a specific period of time in a school's calendar that is used to report a grade for a course that represents the performance of the student during that period of time.

The image shows a 'Grading Task Detail' form. The 'Code' field, which contains the value 'YE', is highlighted with a blue rectangular box. Other fields include 'Name' (Final), 'Number' (4), 'Seq' (4), 'State Reported' (checked), 'Final' (checked), 'Include in Report Card' (checked), 'Include in Portal' (checked), 'Abbreviation' (empty), 'Posts to Transcript' (checked), 'External LMS Exclude' (unchecked), 'Archived' (unchecked), 'Parent Grading Task' (dropdown menu), and 'Comments' (text area).

Course Grade in Campus

Grading & Standards>Grading Setup>Grading Task Setup

Valid Options

YE	Yearend: A term that covers substantially all of the academic year
S1	First Semester: A term that typically covers the first half of a school year
S2	Second Semester: A term that typically covers the second half of a school year
T1	First Trimester: sometimes called first 12 weeks
T2	Second Trimester: sometimes called second 12 weeks
T3	Third Trimester: sometimes called third 12 weeks
Q1	First Quarter: sometimes called first 9 weeks
Q2	Second Quarter: sometimes called second 9 weeks
Q3	Third Quarter: sometimes called third 9 weeks
Q4	Fourth Quarter: sometimes called fourth 9 weeks
X1	First Six Weeks
X2	Second Six Weeks
X3	Third Six Weeks
X4	Fourth Six Weeks
X5	Fifth Six Weeks
X6	Sixth Six Weeks
OT	Other term
NR	Not reportable to the Department: a term code that may be used for a local course that is not reported to the Department on a Course Master (CN) and Student Course (GN) Record (such as a summer school course or transfer credit)

The length of time the course is taught.

This field looks first at the Code entered on the Grading Task being reported. If a Code is entered (Y, S, T, Q, or X), this field reports that code followed by the number of the term that the Grading Task is assigned. If a Code has not been entered, this field considers the number of terms, the section, and the term that the grade/grading task is being reported.

- If 1 term, report as YE
- Otherwise reports a character indicating the number of terms followed by the sequence of the term that the grade is from:
 - If 2 terms, reports as S1 or S2
 - If 3 terms, reports as T1, T2, or T3
 - If 4 terms, reports as Q1, Q2, Q3, or Q4
 - If 6 terms, reports as X1, X2, X3, X5, X5, or X6
 - Otherwise reports as OT

Course Grade in Campus

Grading & Standards>Grading Setup>Grading Task Setup

Reporting Instructions. Select the term code that most closely matches the terms used for grade reporting within the district. Note that the term code used will usually be related to the Semester Code (CN090) reported for the course on the Course Master (CN) Record, but the two codes will not necessarily match exactly.

For example, an all-year course (e.g., a course reported with Course Master (CN) Record Semester Code Element option 3) may not have a summative all-year grade calculated; it may have a final grade calculated for each semester. By the end of the year, Student Course Grade (FR) Records would be reported with final grades for the S1 and S2 terms, no record at all for the YE term, and interim (I) grades for Q1, Q2, Q3, and Q4 if the reporting district is teaching the course and issues grades/report cards four times per year. If another district or contractor is actually teaching the course outside the reporting district, then the quarterly grades are encouraged but not required to be reported.

Course Grade in Campus

Grading & Standards>Grading Setup>Score Group & Rubric Setup

State
Score

Score Group List Items Detail										
	Sequence Name	Score	State Score	Passing Score	Credit Coeff.	Minimum Value	GPA Value	GPA Unweighted Value	GPA Bonus Points	
X	10	A	A: A	✓	1	92.5	4	4	0.05	
X	20	A-	A: A	✓	1	89.5	3.67	3.67	0.05	
X	30	B+	B: B	✓	1	86.5	3.33	3.33	0.05	
X	40	B	B: B	✓	1	82.5	3	3	0.05	
X	50	B-	B: B	✓	1	79.5	2.67	2.67	0.05	
X	60	C+	C: C	✓	1	76.5	2.33	2.33	0.05	
X	70	C	C: C	✓	1	72.5	2	2	0.05	
X	80	C-	C: C	✓	1	69.5	1.67	1.67	0.05	
X	90	D+	D: D	✓	1	66.5	1.33	1.33	0.05	
X	100	D	D: D	✓	1	59.5	1	1	0.05	
X	110	F	F: F	✗	0	0	0	0	0	
X	120	I	I: Incomplete	✗	0	0	0	0	0	
X	130	NC	I: Incomplete	✗	0	0	0	0	0	
X	140	NCF	I: Incomplete	✗	0	0	0	0	0	
X	150	NG	I: Incomplete	✗	0	0	0	0	0	
X	155	P	P: Pass	✓	1	0			0	
X	160	S	P: Pass	✓	1	0			0	
X	180	U	F: F	✗	0	0			0	
X	190	W	W: Withdrew - No Credit	✗	0	0			0	
X	200	WF	W: Withdrew - No Credit	✗	0	0	0	0	0	



Grade Status

Indicates if the grade reported indicates the grade at the end of a term or a preliminary grade for the term

Valid options

- F** The summative or final grade for the course
- I** An interim grade issued to a student that indicates the student's performance for a specific grading period or term of the course and usually reported on a report card
- P** A grade that represents a student's progress to date in a term of the course that has not yet ended and that may change as the term progresses

Grade Status in Campus

Grading & Standards>Grading Tasks>Final

Grading Task Detail

*Name			Abbreviation
Final			
Number	Seq	Code	Posts to Transcript
4	4	YE	☒
State Reported			External LMS Exclude
☒			☐
Final	Include in Report Card	Include in Portal	Archived
☒	☒	☒	☐
Parent Grading Task			
Comments			

Grade Status in Campus Logic for Status of F – Final

Only reports if the grading task is

1) marked as State Reported
AND

2) Grading Task is marked as Final

(Grading & Standards>
Grading Setup>Grading Task
Setup)

AND

the grade ***IS POSTED TO
TRANSCRIPT***

OR



Grading Task Setup ☆

Save Delete New New One-time Task

Grading Tasks

- Quarter
- Exam
- Sem Avg
- Final** ←
- Interim

Grading Task Detail

*Name			Abbreviation	
Final				
Number	Seq	Code	Posts to Transcript	
4	4	YE	☒	
State Reported			External LMS Exclude	
☒ 1			☐	
Final		Include in Report Card	Include in Portal	Archived
☒ 2		☒	☒	☐
Parent Grading Task				
▼				
Comments				

Grade Status in Campus - Logic for Status of F – Final

The Grading Task is marked as Final **AND** the grade ***IS NOT posted to transcript BUT*** the grade has a State Score = W

State Score setup –
[Grading & Standards>Grading Setup>Score Group & Rubric Setup](#) –
select the Score Group assigned to the Course in question

Score Group List Items Detail					Passing Score
	Sequence Name	Score	State Score		
X	10 A	A	A: A		✓
X	20 A-	A-	A: A		✓
X	30 B+	B+	B: B		✓
X	40 B	B	B: B		✓
X	50 B-	B-	B: B		✓
X	60 C+	C+	C: C		✓
X	70 C	C	C: C		✓
X	80 C-	C-	C: C		✓
X	90 D+	D+	D: D		✓
X	100 D	D	D: D		✓
X	110 F	F	F: F		
X	120 I	I	I: Incomplete		
X	130 NC	NC	I: Incomplete		
X	140 NCF	NCF	I: Incomplete		
X	150 NG	NG	I: Incomplete		
X	155 P	P	P: Pass		✓
X	160 S	S	P: Pass		✓
X	180 U	U	F: F		
X	190 W	W	W: Withdrew - No Credit		
X	200 WF	WF	W: Withdrew - No Credit		
Add					

Grade Status in Campus Logic for Status of I – Interim

If the Grading Task is
1) Marked State Reported

AND

2) The grading task is
NOT marked Final

AND

The Grade ***IS posted to grade book***

Grading & Standards>
Grading Setup>Grading
Task Setup

The image shows a 'Grading Task Detail' form with the following fields and values:

Grading Task Detail		
*Name		Abbreviation
Quarter		
Number	Seq	Code
1	1	Q
State Reported		Posts to Transcript
☒	1	☐
Final		External LMS Exclude
☐	2	☐
	Include in Report Card	Include in Portal
	☒	☒
Parent Grading Task		Archived
		☐
Comments		

Annotations: A blue box highlights the 'State Reported' checkbox (checked) with a blue circle containing the number '1'. Another blue box highlights the 'Final' checkbox (unchecked) with a blue circle containing the number '2'.

Grade Status in Campus Logic for Status of P – Progress

If the Grading Task is marked State Reported

AND

The grading Task is marked FINAL **AND** the Grade ***is NOT posted to gradebook or Transcript***

OR

The grading task is NOT marked Final **AND** the grade ***IS NOT posted to grade book***

Local Classroom Code

The code used by the local school district that uniquely identifies a specific classroom (i.e., building, period, and section) within the district

The Local Classroom Code must match between the Student Course (GN), Student Course Grade (FR), Staff and Course (CU), and Course Master (CN) Records.

Classroom Code Example

00000000001234-1100-02

Building IRN

Course number

Section number

Term

The name of a specific period of time in a school's calendar that is used to report a grade for a course that represents the performance of the student during that period of time

[Scheduling & Courses](#)>[Course](#)>[Course Information](#)

Course Information ☆
1011 English 9 A

Program Provider IRN: 	Program Code: 	Delivery Method: FF: Face-toFace Classroom Instruction
Subject: R and W: Reading and Writing ▼	Test Mode: 	
Educational Option: NO: Not an Educational Option Course ▼	Semester Code: 1: 1st semester only ▼ 1: 1st semester only 2: 2nd semester only 3: All year 4: 12 weeks 5: 9 weeks 6: 6 weeks	
Location IRN: 		
Credit Flexibility: 		
Course Level: *: Not applicable ▼	Curriculum: OT: Curriculum Not Specifically Covered B	