Appendix C

Term Dates Table: Use this table of estimated time spans to establish the transfer school's term schedule when specific dates are not provided. Review the transcript for the term definitions for that school - if a specific "Term Start" and "Term End" date are defined as a span of time, then use those dates. Many schools operate under the semester model, which means you enter either a "1" (the first half of the year) or a "2" (the second half of the year). If the school is a trimester system, you will enter either "1", "2", or "3". For a school's quarter system, you will enter 1 – 4.

Term Periods	Semester	Trimester	Quarter
Date Equivalents	1st: 8/20 – 12/20 2nd: 1/5 – 5/30	1st: 8/15 – 11/15 2nd: 11/15 – 2/15 3rd: 2/15 – 5/15	1st: 8/1 - 10/1 2nd: 10/1 - 1/1 3rd: 1/1 - 3/1 4th: 3/1 - 6/1

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Appendix D

Score Guidelines: The "Score" field within the Transcript Editor has a vast array of options, and only a few that are applicable when entering a transferring school's transcript. This chart lists all of the appropriate scores to use when entering data. The following table ("Non-Letter") is used when the transferring transcript employs non-letter scores.

Max Percentage	Min Percentage	Traditional	Honors
100	92.5	A (4.0000/4.0000/4.0000)	A (5.2000/5.2000/4.0000)
92.4	89.5	A- (3.6700/4.0000/3.6700)	A- (4.7700/5.2000/3.6700)
89.4	86.5	B+ (3.3300/4.0000/3.3300)	B+ (4.3300/5.2000/3.3300)
86.4	82.5	B (3.0000/4.0000/3.0000)	B (3.9000/5.2000/3.0000)
82.4	79.5	B- (2.6700/4.0000/2.6700)	B- (3.4700/5.2000/2.6700)
79.4	76.5	C+ (2.3300/4.0000/2.3300)	C+ (3.0000/5.2000/2.3300)
76.4	72.5	C (2.0000/4.0000/2.0000)	C (2.6000/5.2000/2.0000)
72.4	69.5	C- (1.6700/4.0000/1.6700)	C- (2.1700/5.2000/1.6700)
69.4	59.5	D (1.0000/4.0000/1.0000)	D (1.3000/5.2000/1.0000)
59.4	Below	F (0.0000/4.0000/0.0000)	F (0.0000/5.2000/0.0000)
P	P (0.0000/4.0000/0.0000)		
S	S (0.0000/4.0000/0.0000)		
I	Trad: I (0.0000/4.0000/0.0000)		Honors: I (0.0000/5.2000/0.0000)
NG	Trad: NG (0.0000/4.0000/0.0000)		Honors: NG (0.0000/5.2000/0.0000)
WF	Trad: WF (0.0000/4.0000/0.0000)		Honors: WF (0.0000/5.2000/0.0000)
U	U (0.0000/4.0000/0.0000)		

If you select the correct value, other fields will be automatically populated: "GPA Value", "Un-weighted GPA Value", and "GPA Max". Generally speaking, if a course has an impact on a student's GPA then that score must have a GPA weight associated with that score which matches the credit earned.

Some transcripts will contain scores that do not translate to DPS definitions, using different letter combinations or other signifiers to reflect students' scores. Refer to the following table in those instances to ensure the transferring student is recognized for their previous efforts as accurately as can be determined, using these equivalents:

Non-Letter Score Table

Incoming Grade	Factors in Deciding DPS Equivalent	Entered Grade	GPA Weight	Credits Earned	Credits Attempted
WF	n/a	F	a*	0	a*
NG	n/a	F	a*	0	a*
I / "Inc"	n/a	F	a*	0	a*
IP / "In-Progress"	If 0 < credits earned, impacts GPA	?	a*	a*	a*
	If = 0 credits earned, impacts GPA	F	a*	0	a*
	If 0 < credits earned, does not impact GPA	P	0	a*	a*
	If = 0 credits earned, does not impact GPA	P	0	0	0
0	Overridden by grade key from transferring school	F	a*	0	a*
1		D	a*	a*	a*
2		C	a*	a*	a*
3		B	a*	a*	a*
4		A	a*	a*	a*
BEL	Should not impact GPA weight	F	0	0	0
W		F	0	0	0
"a" is defined for the purposes of this table as "an uncertain number that will vary from transferring school to transferring school" (e.g. "Credits Earned": 'a' could be 2.5, 5 or 10)					

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Appendix E

Seat Time Conversion Formula

Currently, the district requires a student to spend 45-52 minutes in class five (5) days, for 18 weeks. The formula used for conversion: 45-52 min x 5 days x 18 weeks = 5 credits (or a range of 4,050 to 4,680 minutes, total).

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