

# HOW TO SUBMIT YOUR STUDENT'S GRADE PORTFOLIO

**NOTE:** Homeschool grade reporting is a service of Kolbe Academy, not a requirement. If reports are not filed, however, grades recommended by parents on the report card and courses studied cannot be validated for the purpose of issuing diplomas or providing an official grade record.

**WHO:**

**K-5**

**6-12**

**WHEN:**

each Quarter

each Semester

1 graded sample per subject

2 graded samples per subject

**WHAT:**

signed/dated Grade Submission Form

signed / dated Grade Submission Form

Attendance Record (only at end of 4th Quarter)

Attendance Record (only at end of 2<sup>nd</sup> Semester)

\*Honors Cover Sheet

**What is a sample?**

\*if applicable

Letter Grade

**B+**

Honors (H) or Kolbe (K) designation\*

Name, Subject, Grade-Level, School Year, and Quarter # or Semester #

Any written or typed assignment

- Any daily assignment
- Essay
- Exam/quiz

**Sample** - 1-3 page excerpt for non-designated courses

\*Refer to course plan for specific sample requirements for K or H designated courses

# HOW TO SUBMIT YOUR STUDENT'S GRADE PORTFOLIO

## Completing the Grade Submission Form (different forms for K-1, 2-5, 6-8, and 9-12)

The image shows a 'High School Report Card' form. Red arrows point to the following areas: the 'Reporting Period' header (1, 2, 3, 4), the 'S1' and 'S2' columns, the 'D' column, the 'Course Title' column, the 'PE: n/a' row, and the 'Signature' field. A red box highlights the 'D' column and 'Course Title' area.

- "S1, S2" or "1, 2, 3, 4": Write the letter grade for the period next to the subject (reported academic subject max: K-8<sup>th</sup> = 12, 9-12<sup>th</sup> = 8)
- \*\*\* HIGH SCHOOL COURSES ONLY \*\*\***  
"D" column: Indicate whether using Honors (H) or Kolbe (K) designation
- "Course Title": Write the course title you request to be on the transcript
- The report card must be signed and dated. Digital signatures accepted.

## HOW:

**From:** your\_address@...  
**To:** k8reports@ // hsreports@ // seniors@  
**Subject:** First Last, YY-YY, Grade Level, Semester or Quarter

## WHERE:

**K-8** [k8reports@kolbe.org](mailto:k8reports@kolbe.org)

**9-11** [hsreports@kolbe.org](mailto:hsreports@kolbe.org)

**12** [seniors@kolbe.org](mailto:seniors@kolbe.org)

## Attachments:

- ① GRADE SUBMISSION FORM
- ② SAMPLES
- ③ ATTENDANCE RECORD (2nd Semester Only)
- ④ HONORS COVER SHEET \*Honors Courses Only

...or by mail to:

Kolbe Academy  
 1600 F Street  
 Napa, CA 94559

**\*\*\* Our goal is to process grades by 3 weeks of receipt \*\*\***

**Links for more information:** [How to Scan the Grade Portfolio Documents](#)

[Welcome Packet/Forms](#)   [Parent/Student Handbook](#)   [Kolbe Program Support Guide](#)

**Detailed grade reporting guides:**

[K-1 Grade Reporting Guide](#)   [2-5 Grade Reporting Guide](#)   [6-8 Grade Reporting Guide](#)  
[9-11 Grade Reporting Guide](#)   [12 Grade Reporting Guide](#)

