HOW TO SUBMIT YOUR STUDENT'S

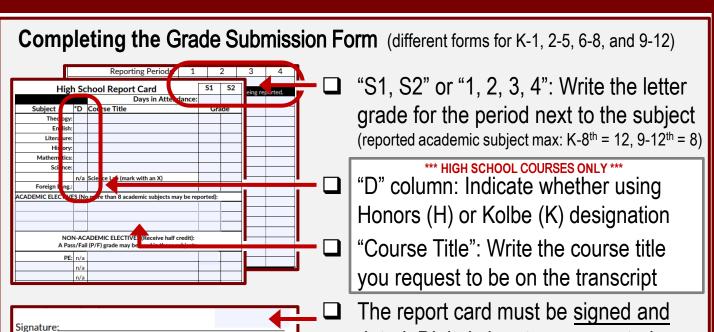
GRADE PORTFOLIO

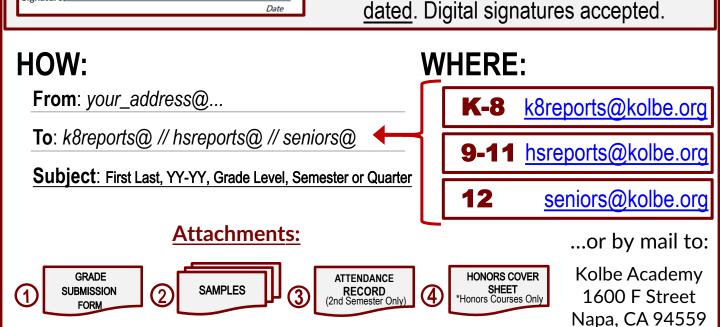
NOTE: Homeschool grade reporting is a service of Kolbe Academy, not a requirement. If reports are not filed, however, grades recommended by parents on the report card and courses studied cannot be validated for the purpose of issuing diplomas or providing an official grade record.

WHO:	K-5	6-12
WHEN:	☐ each Quarter	☐ each Semester
WHAT:	 □ 1 graded sample per subject □ signed/dated Grade Submission Form □ Attendance Record (only at end of 4th Quarter) 	 2 graded samples per subject signed / dated Grade Submission Form Attendance Record (only at end of 2nd Semester)
	·	□ *Honors Cover Sheet
What is a san	*if applicable	
☐ Letter —— Grade	B+	□ Name, Subject, Grade- Level, School Year, and Quarter # or Semester #
☐ Honors (H) or Kolbe (K) designation*	1	 Any written or typed assignment Any daily assignment Essay
*Refer to course plan for specific sample requirem for K or H designated co	nents	 Exam/quiz Sample - 1-3 page excerpt for non-designated courses



HOW TO SUBMIT YOUR STUDENT'S GRADE PORTFOLIO





Our goal is to process grades by 3 weeks of receipt

Links for more information: How to Scan the Grade Portfolio Documents

Date

Welcome Packet/Forms Parent/Student Handbook Kolbe Program Support Guide

Detailed grade reporting guides:

2-5 Grade Reporting Guide K-1 Grade Reporting Guide 6-8 Grade Reporting Guide 9-11 Grade Reporting Guide 12 Grade Reporting Guide