



1600 F STREET | NAPA, CALIFORNIA 94559 | PHONE: 707-255-6499

Grades 2-5 Grade Submission Form

Please provide a brief description of non-academic subjects.	
Music:	
Art:	
Physical Education:	
Other:	

Reporting Periods:	1	2	3	4
Days in Attendance:				
Subject: (See the Help Center for instructions on filling out the grade submission form.)				
Religion				
Bible History (2 nd Grade)				
Reading				
Literature				
English Grammar & Composition				
English Grammar				
Composition				
Vocabulary/Spelling				
Phonics				
Penmanship				
History (Grades 3-5)				
Geography				
Mathematics				
Science				
Latin				
Other (fill in name)				
Music				
Art				
Physical Education				

Please sign and date below.

Please be sure to sign each quarter. If filing electronically, a typed name will suffice. By signing below, I acknowledge that the above grades are my recommended grades, Kolbe Academy reserves the right to amend them, and that my student has completed all work on his own while adhering to Kolbe Academy's honor policy.

Signature: _____ Date _____

GRADE SCALE			
A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 67-69
A = 93-96	B = 83-86	C = 73-76	D = 65-66
A- = 90-92	B- = 80-82	C- = 70-72	F = 64 or below



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Grades 2-5 Grade Portfolio Checklist

Please do not omit any of the following information:

Student Name: _____

School Year: _____

Grade: _____ Quarter:

Q1	Q2	Q3	Q4
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Parent Name: _____

Address: _____

Phone: _____

Final Report Card will be sent to the email below.

Email _____

Send Grade Portfolio to:

By mail:	By e-mail:
Kolbe Academy 1600 F Street Napa, CA 94559	Grades K-8: k8reports@kolbe.org
	Grades 9-11: hsreports@kolbe.org
	Grade 12: seniors@kolbe.org

Please keep copies of all Grade Submission Forms and coursework samples submitted to Kolbe. You may keep original coursework samples and submit copies to Kolbe if you prefer.

<input type="checkbox"/> Grade Submission Form with Recommended Grades	<input type="checkbox"/> Attendance Record (w/4 th Quarter Portfolio)
Signature (on Grade Submission Form)	
Column X: Mark box with an X if at least one sample is included for the indicated course. Include ONE coursework sample per course per quarter.	
Sample Coursework (check only those that apply)	X
Religion	
Bible History (2 nd Grade)	
Reading	
Literature	
English Grammar and Composition	
English Grammar	
Composition	
Vocabulary/Spelling	
Phonics	
Penmanship	
History	
Geography	
Mathematics	
Science	
Latin	
Other (fill in name)	
Samples for Music, Art, and P.E. may be brief descriptions of the class, photos, or sample artwork rather than written samples.	
*Music	
*Art	
*Physical Education	