**HAC Codes**

* **CWS – credit with score** (averages in as a 100%)
	+ Used for completion grades. Allows parent to see that it was a completion and not a 100% mastery of the skill the assignment covered.
* **ABS – absent** (averages in as a 0%)
	+ Used for students who were absent for this assignment. Averages in as a 0%, so the students grade is lower, and we get their attention that they need to come make up the missing work. If we do not average this in, the students/parents look at the overall grade and think the student is doing okay and does not need to make up any work.
* **CNS – credit no score** (does not average into overall score)
	+ Means that the student completed and turned in the assignment, but the teacher did not give a grade for it. This is something like a signature page or an assignment that you gave the students the answers to, so they could study. It is a great documentation tool for reviews, this way the parent can see whether or not the student attempted the review, but we don’t have to grade it.
* **DR – dropped** (drops this score from the specific category average)
	+ Used for a grade that you want to show as dropped. Maybe you decide to drop the lowest grade that you want to show was dropped, maybe you decide to drop the lowest test or quiz score. The parents see that it was dropped, and it will not count against or for the student.
* **INS – incomplete no score** (does not average into overall grade)
	+ Used when a student did not complete or did not turn in the assignment, but the teacher did not give a grade for it. It is used for the same reason as CNS, but it documents that the assignment was not turned in. Great documentation tool.
* **L – late** (averages in as a 0%)
	+ Tells the parent that the assignment is late. You can leave this grade as an ‘L’ until you grade and enter it into the grade book.
* **X – exempt** (does not average into overall grade)
	+ Student is not required to do this assignment. This does not hinder, nor does it help the overall average.

**Classification Codes**

* **Late grades in electronic grade book:** when entering a grade into the grade book that is late, type the grade and enter ‘.1’ (e.g. 70.1). this will help the parent know that they received a 70 because it was late, not because that was their true mastery grade.
* **Retest grades in electronic grade book:** when entering a grade into the grade book that is a retest, type the grade and then enter ‘.2’ (e.g. 85.2). this will help the parent know that the student received the 85 the second time around, and that it is not the original grade.
* **Corrections in electronic grade book:** when entering a grade into the grade book that is for test corrections, type the grade and then enter ‘.3’ (e.g. 80.3). This will help the parent know that the student received the 80 because of corrections, and that it is not the original grade.