LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION

GUIDELINE NO. 004.01
March 28, 2020

SUBJECT: MARKING GRADES AND CREDITS FOR ADULT AND CONCURRENT
STUDENTS ENROLLED IN DIVISION SCHOOLS

This guideline replaces Guideline No. 53, issued on September 23, 2019 and November 16, 2012, Guideline No. 40, issued on January 28, 2008, and Guideline No. 30, issued on December 12, 2006. The content has been updated to reflect current Division policies and procedures as they relate to marking grades and credits for adult and concurrent students enrolled in English as a Second Language (ESL), Adult Basic Education (ABE), Adult Secondary Education (ASE), Career Technical Education (CTE), Integrated Education and Training (IET), and Adults with Disabilities (AWD) courses (please note that AWD was listed as "DIS" in the former SIS system). This guideline reflects changes in policy related to the implementation of the Division of Adult and Career Education-Student Information System (DACE-SIS).

I.   BACKGROUND

With the development and implementation of DACE-SIS, specific guidelines have been established to provide uniform policies for recording grades in all ESL, ABE, ASE, CTE, IET, and AWD courses.

II.   GENERAL POLICY FOR RECORDING GRADES AND CREDITS

Letter grades, course completion codes, and credits earned for ESL, ABE, ASE, CTE, IET, and AWD courses are recorded in DACE-SIS by the class instructor. Registration Form 34-AEH-17 and the Weekly Attendance Roster 34-AEH-49 will no longer be used.

III. RECORDING GRADES AND CREDITS IN DACE-SIS

A letter grade and course completion code are required for all ESL, ABE, ASE, CTE, IET, and AWD students. Letter grades and course completion codes may be entered in DACE-SIS at any point but must be completed for all students in a given section no later than the last day of instruction for that section. If a teacher is unable to enter letter grades and course completion codes for all students by the last day of instruction, he or she must request approval from a school administrator to work with the DACE-SIS Coordinator to enter all missing information.

Credits earned are recorded in DACE-SIS automatically for ESL, ABE, ASE, IET, and AWD courses based on program-specific grade validation rules (e.g., If an ASE student receives an "A" [*letter grade*] and a "C" [*course completion code*], DACE-SIS will

automatically record five credits). Credits earned for CTE courses are recorded in
DACE-SIS manually, by the course instructor, based on the following formula:

Hours Attended	Credits Earned
60	5
120	10
180	15
240	20
300	25
360	30
420	35
480	40
481+	No Additional Credit

Grade validation rules for all programs are accessible in DACE-SIS and include the
following terms:

Category	DACE-SIS Abbreviation	Definition
Letter Grades	A, B, C,	Letter Grades
	CR	Credit
	NC	Not Complete
	IP	In Progress
Course Completion Codes	L	Leaver
	C	Completer
	S	Scheduled

The letter grades and course completion codes above are used to indicate specific
"events." Event definitions are as follows:

Event	Definition
No Show/ Drop	Per Guideline 120, a student who is absent for three (3) consecutive instructional days will be flagged in DACE-SIS. After ten (10) consecutive absences, the teacher will drop the student from the class roster using the following designations: NC (letter grade) and L (course completer code). Once NC and L have been assigned, the teacher can drop the student by assigning a dropped date.
Promote	A student who has demonstrated competency in a course and met all completion requirements will be promoted. The grade used to mark promotion varies by program. "A," "B," "C," and "CR" (letter grades) marked in combination with "C" (course completion code) will cause DACE-SIS to record credits earned automatically. For reference, course credit values are indicated on each course outline.
Retain	A student who has not completed a course by the last day of instruction for a given section, and who wishes to reenroll in that same section for the following term, may be retained.

With Job	A CTE student who leaves school because he/she got a job must receive a letter grade of "CR."

Program-specific grade validation rules are as follows:

A. For ESL, use the grade validation rules below to indicate student completion status:

Event	Grade	Course Completion Code
No Show/Drop	NC	L
Promote	CR	C
Retain	IP	S

B. For ABE, use the grade validation rules below to indicate student completion status:

Event	Grade	Course Completion Code
No Show/Drop	NC	L
Promote	A, B, C, CR	C
Retain	IP	S

C. For ASE, use the grade validation rules below to indicate student completion status:

Event	Grade	Course Completion Code
No Show/Drop	NC	L
Promote	A, B, C	C
Retain	IP	S

D. For CTE, use the grade validation rules below to indicate student completion status:

Event	Grade	Course Completion Code
No Show/Drop	NC	L
Promote (Adult)	A, B, C	C
Promote (Concurrent)	A, B, C	L
Retain	IP	S
With Job	CR	L

E. For IET, use the grade validation rules below to indicate student completion status:

Event	Grade	Course Completion Code
No Show/Drop	NC	L
Promote	CR	C
Retain	IP	S
With Job	CR	L

F. For AWD, use the grade validation rules below to indicate student completion status:

Event	Grade	Course Completion Code
No Show/Drop	NC	L
Promote	CR	C
Retain	IP	S

IV. PROVIDING EVIDENCE OF GRADES AND CREDITS TO ADULT AND
     CONCURRENT STUDENTS

A letter grade and credits reflect a student's demonstration of all the competencies
listed in the course outline regardless of the number of hours the student attended
class. Students may acquire evidence of grades and credits in the following ways:

- Adult Students – Adult students should follow their school's process for
  obtaining official and unofficial transcripts.
- Concurrent Students – All course completion data for concurrent students is
  automatically imported to the LAUSD K-12 My Integrated Student Information
  System (MiSiS) on a regular basis. Concurrent students who would like additional
  evidence should follow their school's process for obtaining official and unofficial
  transcripts.

V.   MONITORING

The following processes will be used to monitor and support accurate recording of
grades and credits.

A. School Site:

At the end of each term, administrators and/or designees will run the Reauthorization
Completion Report to identify sections with missing grades and course completion
codes. Administrator and/or designee will notify teachers of identified sections and
work with them to enter missing information in a timely manner. Failure to indicate
grade and course completion code for a student prior to the start of a new term may
affect the student's enrollment options.

B. Central Office:

At the end of each term, the Central Office will run the Reauthorization Completion
Report to identify sections with missing grades and course completion codes. Findings
will be shared with DACE Central Office administrative team and reviewed with school
site administrative teams.

For assistance, please contact Rosario P. Galvan, Administrator at (213) 241-3150 or by email at
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APPROVED: Joseph Stark, Executive Director

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