

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Division of Adult and Career Education

GUIDELINE NO. 53 (REV)  
November 16, 2012

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

- I. Background
- II. Recording Grades and Credits
- III. Distributing Registration Form Copies
- IV. Marking Grades and Credits on Registration Form 34-AEH-17
- V. Submitting Grades and Credits for Concurrent Students
- VI. Submitting Grades and Credits for Adult Students
- VII. Marking Grades and Credits on the Weekly Attendance Roster 34-AEH-49

This guideline replaces Guideline No. 53, issued on October 1, 2008, 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 Adult Basic Education (ABE), Adult Secondary Education (ASE) and Career Technical Education (CTE) courses. This guideline reflects a change in policy for issuing credits for students completing CTE courses.

#### I. BACKGROUND

With the sequencing of CTE courses and the Division redesign into Service Areas, specific guidelines have been established to provide uniform marking policies for all ABE, ASE and CTE competency based courses.

#### II. RECORDING GRADES AND CREDITS

A letter grade and credits earned for ABE, ASE and CTE courses are recorded, by the instructor, on Registration Form 34-AEH-17 and the Weekly Attendance Roster 34-AEH-49. Credit Certificate 34H-57 will no longer be used.

#### III. DISTRIBUTION REGISTRATION FORM COPIES

Distribution of completed registration form copies is the following:

- White – ASIS
- Pink and Green - instructor
- Yellow – financial manager
- Blue – student

#### IV. MARKING GRADES AND CREDITS ON REGISTRATION FORM 34-AEH-17

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.

The instructor verifies the completion of an adult or concurrent student in an ABE and ASE course or a concurrent student in a CTE course on Registration Form 34-AEH-17 by marking 'Sat' (Satisfactory) in the box labeled 'Total Hrs.', a letter grade in the box labeled 'Mark', and the number of credits assigned to the course as listed on the course outline in the box labeled 'Credits'. See attachment A.

Should it become necessary to document a concurrent student's grade and credit status prior to the student's demonstration of all the competencies of the entire course, the mark "IP" (In Progress) is recorded in 'Mark' box and "None" in the 'Credits' box. **No grade or credit is issued or recorded based on a student's attendance.** See attachment B.

When a student completes a CTE course which is not needed for diploma credits, marking a letter grade and credits on the registration form is not necessary. A letter grade and credits for all students completing a CTE course is recorded on the Weekly Attendance Roster. (See Section VII, A)

#### V. SUBMITTING GRADE AND CREDITS FOR CONCURRENT STUDENTS

A letter grade and credits are recorded on both the pink and green copies of the registration form and submitted to the Service Area's counseling office.

The green copy is embossed with the school's seal, placed in a sealed envelope, stamped on the exterior indicating it is unofficial if opened and sent to the secondary high school.

The pink copy is filed in the Service Area's counseling office. The registration form will be filed separately from the concurrent enrollment permit as that document will be purged in the future but the registration form will remain on file.

#### VI. SUBMITTING GRADE AND CREDITS FOR ADULT STUDENTS

A letter grade and credits are recorded on the pink copy of the registration form and submitted to the Service Area's counseling office for ABE and ASE courses and CTE courses when taken for diploma credits.

#### VII. MARKING GRADES AND CREDITS ON THE WEEKLY ATTENDANCE ROSTER 34-AEH-49

- A. For ESL, ABE, ASE, Parent Education and CTE students, mark the attendance roster as follows:
  1. Appropriate grade in the "Final Mark" field.
  2. Appropriate number of credits earned in the "Credit" field.
  3. 'C' for course 'completer' in the "L or C" field.
  4. For CTE students who leave before completing the course, but who secure employment or a promotion in a course-related field, mark 'C' for course 'completer' in the "L or C" field.
- B. For students in programs for Adults with Disabilities and Older Adults mark the attendance roster as follows:
  1. 'CR' in "Final Mark" field.
  2. 'C' for course 'completer' in the "L or C" field.
- C. No final grade is recorded for students who attend the full term but do not complete all course competencies and are expected to return. In this case the "L or C" field is left blank.
- D. An "L" for 'leaver' is recorded for students who stop attending before the end of the term, have not completed all course competencies, and are not expected to return.

- E. For teachers who record student course completion electronically with e-Attendance, items A through D apply. When using e-Attendance, click on the “Enrollment” tab, then go to “Class List” to record the final grade, credits, and “C” for course completer, or only “L” for ‘leaver’. Be sure to select the correct week before recording the course completion information.

For assistance contact Danna Escalante, Coordinator, Program and Policy Development at (213) 241-3729 or [dme74491@lausd.net](mailto:dme74491@lausd.net)

APPROVED: Michael Romero, Executive Director *m.R.*

DISTRIBUTION: All Service Centers and Offices, Division of Adult and Career Education

2770326

## REGISTRATION FORM

Los Angeles Unified School District - Division of Adult Education, and Career Education

TERM: \_\_\_\_\_ YEAR: \_\_\_\_\_

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Registration Fee No. \_\_\_\_\_  
 Student I.D. Fee \_\_\_\_\_  
 Class Fee (No.) \_\_\_\_\_

Last Los Angeles Unified School District High School you attended? \_\_\_\_\_  
 H.S. \_\_\_\_\_ Year \_\_\_\_\_  
 Did you receive a H.S. Diploma? Y \_\_\_\_\_ N \_\_\_\_\_

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Phone No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_ Emergency Phone No. \_\_\_\_\_

### FIRST COURSE

Section No.	PRINT - Instructor's Name	Days	Hours
635			

Course No.	Subject	Room No.	Branch

### STATUS INFORMATION

**STUDENT STATUS:**  
 Select only one:

Adult  
 Adult Diploma Student  
 Concurrent Student  
 Day School  
 Minor, NOT Concurrent  
 Senior Citizen (60+)

**ETHNICITY:**

<input type="checkbox"/> 1 Am. Ind.	<input type="checkbox"/> 5 White
<input type="checkbox"/> 2 Asian	<input type="checkbox"/> 6 Filipino
<input type="checkbox"/> 3 Black	<input type="checkbox"/> 7 Pacific Is.
<input type="checkbox"/> 4 Hispanic	

**LOCAL USE FIELDS:**

Local 1 \_\_\_\_\_  
 Local 2 \_\_\_\_\_  
 Local 3 \_\_\_\_\_  
 Local 4 \_\_\_\_\_

Male  Female

**PARENT/GUARDIAN OF LAUSD STUDENT:**  
 Yes  No

### TOTAL PAYMENT VERIFICATION REQUIRED

**SPECIAL STATUS:**  
 May be any of the following:

J.T.P.A.  
 A.E.W.C.  
 E.S.L.  
 F-1 VISA  
 CITIZEN  ABE  
 CalWORKs  
 G.A.I.N.  TANF

**DISABILITY:**  
 (only one)  
 V  H  P  
 D  NP

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Signature of District Employee \_\_\_\_\_ Student's Signature \_\_\_\_\_

34-AEH-17 (STK#9661221605) REV. 05-'08

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## REGISTRATION FORM

Los Angeles Unified School District - Division of Adult Education, and Career Education

TERM: \_\_\_\_\_ YEAR: \_\_\_\_\_

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Alignment: 

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Last Name	First Name	Middle	Computer ID No.
Address Street			City
Phone No.		Date of Birth	Place of Birth
Registration Fee No. _____		Student I.D. Fee _____	
Class Fee (No.) _____		Last Los Angeles Unified School District High School you attended? _____	
H.S. _____ Year _____		Did you receive a H.S. Diploma? Y ___ N ___	
Phone No.		Date of Birth	Place of Birth
Sec. Sec. No.		Emergency Phone No.	

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FIRST COURSE				STATUS INFORMATION				TOTAL PAYMENT VERIFICATION REQUIRED					
Total Hrs.	Mark	Credits	Instructor's Signature	STUDENT STATUS: Select only one:				SPECIAL STATUS: May be any of the following:					
IP	NONE			<input type="checkbox"/> Adult	<input type="checkbox"/> Adult Diploma Student	<input type="checkbox"/> Concurrent Student	<input type="checkbox"/> Day School	<input type="checkbox"/> Minor, NCT Concurrent	<input type="checkbox"/> Senior Citizen (50+)	<input type="checkbox"/> J.T.F.A.	<input type="checkbox"/> A.E.W.C.	<input type="checkbox"/> E.S.L.	<input type="checkbox"/> F-1 VISA
Section No.	PRINT - instructor's Name		Days	Hours	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> CITIZEN ___ ABC	<input type="checkbox"/> CaWORKS	<input type="checkbox"/> G.A.I.N.	<input type="checkbox"/> TANF
Course No.	Subject		Room No.	Branch	<input type="checkbox"/> 1 Am. Ind.	<input type="checkbox"/> 2 Asian	<input type="checkbox"/> 3 Black	<input type="checkbox"/> 4 Hispanic	<input type="checkbox"/> 5 White	<input type="checkbox"/> 6 Filipino	<input type="checkbox"/> 7 Pacific Is.	DISABILITY: (only one)	
				<input type="checkbox"/> Male	<input type="checkbox"/> Female	PARENT/GUARDIAN OF LAUSD STUDENT:		Are you a <input type="checkbox"/> new, or <input type="checkbox"/> returning student?		Transferred from: _____			
				LOCAL USE FIELDS:		PARENT/GUARDIAN OF LAUSD STUDENT:							
				Local 1 _____		Local 2 _____		Local 3 _____		Local 4 _____		Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Signature of District Employee _____				Student's Signature _____				34 AEP-17 (S1) R9951221000 REV. 05/09	