

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Division of Adult and Occupational Education**

**BULLETIN NO. 75 (Rev.)**  
**July 1, 1991**

**SUBJECT: MARKING PRACTICES FOR CONCURRENT STUDENTS ENROLLED IN DIVISION OF ADULT AND OCCUPATIONAL EDUCATION PROGRAMS**

- I. Background
- II. Marking Practices in Community Adult Schools
- III. Marking Practices in Employment Preparation Centers

This revision replaces the bulletin of the same number issued on August 24, 1989. The content has been updated to reflect changes in Division policy.

**I. BACKGROUND**

With the increasing number of high school students currently enrolled on Division of Adult and Occupational Education programs, it has become apparent that specific guidelines need to be established to provide uniform marking practices among the schools and centers within the Division.

This bulletin reflects the efforts of a committee comprised of representatives from community adult schools, employment preparation centers, and high school Career Advisers.

**II. MARKING PRACTICES IN COMMUNITY ADULT SCHOOLS**

Credit certificates (34H-57) are to be issued to all students who enroll and attend. The credit certificate should be filled out completely with the exception of the line "Hours Attended" (see [Attachment A](#)). The pink copy of the certificate is to be given to the student, and the white copy is to be sent to the home school.

Interim request for marks from secondary school staff will be issued by learning center teachers as "In Progress." It is recommended that the counseling office maintain a central file at their school each semester for all credits earned by concurrent students in attendance. One successful method used in a number of schools is to record the grade and credit on the original application blank that is submitted at the time of registration and enrollment.

**III. MARKING PRACTICES IN EMPLOYMENT PREPARATION CENTERS**

A credit certificate should be filled out completely including the number of hours attended (see [Attachment B](#)). Teachers should be reminded to award grades on the basis of competencies attained. Credits shall be granted to those students who receive a letter A, B, C, or D on the basis of hours indicated on [Attachment C](#). An instructor may give the mark of "In Progress" to any student in attendance who has not yet demonstrated minimum proficiency to warrant a regular letter grade.

**For assistance, please call Tom Trotter, Supervisor, Adult Counseling and Guidance at (213) 625-6662.**

**APPROVED:            JAMES A. FIGUEROA, Assistant Superintendent**  
**Division of Adult and Occupational Education**

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[Attachment A](#)

[Attachment B](#)

[Attachment C](#)

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