

Students and Parents:

As we approach the end of the school year, our goal is to have every student complete each course he/she is enrolled in. Teachers should now have posted columns in their gradebooks designating each student's grade as of March 13 and the Tentative Final Grade (TFG). The Tentative Final Grade reflects a student's achievement throughout the entire semester if the school year ended now. This column will be updated weekly by teachers until final grades are posted. Students are encouraged to complete all assigned work or risk receiving an Incomplete. If your student is receiving a Pass or an Incomplete, it will appear in Skyward as a blue "i" icon and when you click the icon, Pass or Incomplete will appear.

**Students receiving an Incomplete**

Any student who receives an Incomplete for the semester will be assigned a packet of work consisting of the assignments the student needs to reach a minimum level of competency for the course. The chart below details timelines for students who receive an Incomplete grade.

	<b>Teachers turn in final grades</b>	<b>Students will receive packets</b>	<b>Due date for packets to be returned to the high school.</b>  <b>(Packets may be turned in before the due date.)</b>
<b>Seniors</b>	May 13 at 3:30 PM	By May 15	June 19 by 3:30 PM
<b>9th-11th grade students</b>	May 27 at 3:30 PM	By May 29	June 19 by 3:30 PM