



## How To Permanently Store Grades (Elementary Schools Only)

At the end of each grading term (quarters for elementary schools), use the Permanently Store Grades function to copy and store students' current grades from the teacher grade book as historical grades. Grades must be stored no later than thirty (30) calendar days after the last day of the grading period. Before permanently storing grades and printing report cards, confirm that all teachers have entered and finalized grades.

When you are sure all grades have been entered and finalized, follow the steps below:

**Step 1:** Log into PowerSchool. Make sure that the term setting located in the upper right hand corner of your PowerSchool screen is set to the current term (the term you are storing the grades for).

**Step 2:** Choose System from the main menu. Click on the Permanently Store Grades link located in the System menu.

**Step 3:** Use the following example to enter information in the fields and then click the Submit button:

**Permanently Store Grades**

**Which Grades**  
Use this Final Grade/Reporting term:  \*  
Save with this Historical Store Code:  \*

**Exclude/Include Class Enrollments**  
☐ Exclude enrollment records where the student enrolled in the class after this date:  (MM/DD/YYYY)  
☐ Exclude enrollment records where the student dropped the class before this date:  (MM/DD/YYYY)  
☒ Include only enrollment records that are currently active and that were active on this date:  (MM/DD/YYYY)

**Additional Filter Options**  
☐ Store grades for currently selected (0) students only  
Request that grades be stored only for a specific section:  (course section)  
Student Grade Level: ☐ PK3 ☐ PK4 ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5  
Track: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F  
School Exit Date: From  to  (MM/DD/YYYY)

**Classes by term length**

Classes by term length	Store	% of course credit
2015-2016 (08/19/2015 - 05/20/2016)	Store with no credit	0 %
Semester 2 (01/05/2016 - 05/20/2016)	Store with no credit	0 %
Quarter 3 (01/05/2016 - 03/11/2016)	Store with no credit	0 %

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect graduation credit, GPAs, and transcripts.  
Show all terms? ☒ No ☐ Yes

**Options for classes enrolled at other schools**  
Store grades for classes enrolled at:   
Record the school name of:

**Options for withholding credit - only those items checked can cause credit to be withheld**  
☐ If more than  attendance points have accumulated between the dates of  and  (MM/DD/YYYY) then give the student a grade of  and a GPA point value of  and store the real grade in the "teacher comment" field with this comment:

Enter the appropriate store code (Q1, Q2, Q3 or Q4) here. Both entries should always match.

Choose this option and enter the last school day of the appropriate reporting term as referenced above.

Mark all term lengths with Store with no credit. All other markings on this page should be left with default values.

**Step 4:** A message will appear on your screen showing that grades were updated and the process is complete. Take this time to spot-check students in each grade to ensure that the appropriate grades were stored. If you find any errors, please contact the Student Accounting Department at 405-737-4461 ext. 1300 prior to running the Permanently Store Grades process again or making any other changes. If your sample students look correct, print report cards and distribute.