




John E. Deasy, Ph.D.
 Superintendent of Schools

November 10, 2008

How To Read Your Report Card



Prince George's County Public Schools
 14201 School Lane • Upper Marlboro, Maryland 20772 • www.pgcps.org

School:	SCHOOL NAME	Date:	11/07/08	Student Id:	00000000	Grad Year:	
Phone:	SCHOOL PHONE	School Id:	00000	Student:	STUDENT NAME		
Principal:	PRINCIPAL NAME	District Id:	16	Grade:	11	CUM:	
Counselor:				Period:	GPA	Rank:	

School Message:

Course Teacher	Abs Tar	Grade Type	Grade Marking Period				Comments
			1	2	3	4	
COURSE NAME TEACHER NAME		Q	B				902, 905
COURSE NAME TEACHER NAME		P	D				
COURSE NAME TEACHER NAME		Q	D				908, 909
COURSE NAME TEACHER NAME		P	C				
COURSE NAME TEACHER NAME		Q	C				901, 907
COURSE NAME TEACHER NAME		P	A				
COURSE NAME TEACHER NAME		Q	A				901, 902
COURSE NAME TEACHER NAME		Q	C				901, 905, 902
COURSE NAME TEACHER NAME		Q	E				
COURSE NAME TEACHER NAME		Q	A				
COURSE NAME TEACHER NAME		Q	B				906
COURSE NAME TEACHER NAME		Q	A				903, 904, 905

Figure 1. Copy of a sample report card

School:	SCHOOL NAME	Date:	11/07/08	Student Id:	00000000	Grad Year:	
Phone:	SCHOOL PHONE	School Id:	00000	Student:	STUDENT NAME		
Principal:	PRINCIPAL NAME	District Id:	16	Grade:	11	CUM:	
Counselor:				Period:	GPA	Rank:	

Figure 2. The top portion of the report card provides information about the student and the school they attended during the marking period. This area has 14 fields. An explanation of each field is listed below:

School: Name of School
Date: Printing Date
Student ID: Student ID Number
Grad Year: Expected Graduation Year-Not filled at this time
Phone: Phone Number of School
School ID: School ID Number
Student: Student Name
Principal: Principal Name
District ID: Internal Use
Grade: Grade Level of Student
CUM: Cumulative Grade Point Average – Not filled at this time
Counselor: Name of Guidance Counselor – Not filled at the time
Period: Grade Point Average for the marking period *
Rank: Class Rank – Not filled at this time

* Period Grade Point Average may not appear on the report card. GPA Reports are being produced for each school.

School Message:							
		Grade Marking Period					
Course Teacher	Abs Tar	Grade Type	1	2	3	4	Comments
COURSE NAME TEACHER NAME		Q	B				902, 905
COURSE NAME TEACHER NAME		P	D				
COURSE NAME TEACHER NAME		Q	D				908, 909
COURSE NAME TEACHER NAME		P	C				
COURSE NAME TEACHER NAME		Q	C				901, 907
COURSE NAME TEACHER NAME		P	A				
COURSE NAME TEACHER NAME		Q	A				901, 902
COURSE NAME TEACHER NAME		Q	C				901, 905, 902
COURSE NAME TEACHER NAME		Q	E				
COURSE NAME TEACHER NAME		Q	A				
COURSE NAME TEACHER NAME		Q	B				906
COURSE NAME TEACHER NAME		Q	A				903, 904, 905

Figure 3. The second area of the report card provides progress and quarterly grades for each course the student is enrolled. An explanation of each field is listed below:

- School Message: Message can be included on the report card from each school.
- Course: Example: 4-Biology HSA – 4th Period of the day and the Course Name
- Teacher: Teacher Name (Last, First, M.I.)
- Abs Tar: Absence and Tardy per class – used for period attendance – Not filled at this time
- Grade Type: P – Progress Report; Q – Quarter Grade; FG – Final Grade
- Grade Marking Period: There are 4 marking periods in a school year. These columns are used to post grades for each quarter.
- Comments: Comment Codes are used in this area. Explanation of each comment is placed on the back of the report card.

Grades for Elementary Schools - A, B, C, D, E, I, PR, IP, ND

Head Start, Pre-Kindergarten, Kindergarten and Grade 1

- PR Proficient (80 - 100%)
- IP In Progress (69 -79%)
- ND Needs Development (50 - 59%)

Grades 2-5

- A Excellent progress at the level of instruction indicated 90 – 100%.
- B Above Average progress at the level of instruction indicated 80 – 89%.
- C Average progress at the level of instruction indicated 70 – 79%.
- D Below Average progress at the level of instruction indicated 60 – 69%.
- E Unsatisfactory progress (failure) at the level of instruction indicated below 60%.
- I Incomplete. The "I" grade may be used for elementary students who have been lawfully absent from school and have not had an opportunity to make up missed work in a timely manner.

Grades for Secondary Schools – A, B, C, D, E, I, P, F, W

Grades 6 - 12th

- A Excellent progress toward meeting course objectives and learning outcomes (90-100%).
- B Above average progress toward meeting course objectives and learning outcomes (80-89%).
- C Average progress toward meeting course objectives and learning outcomes (70-79%).
- D Below Average progress toward meeting course objectives and learning outcomes (60-69%).
- E Failure toward meeting course objectives and learning outcomes (below 60%).
- I Incomplete. (The "I" grade may be used temporarily for secondary students who have been lawfully absent from school and have not had an opportunity to make up missed work in a timely manner. The "I" grade will not be included in the calculations of the student's Grade Point Average.)
- P Pass (credit bearing).
- F Fail (not credit bearing).
- W Withdrawn. Student drops a course after twenty (20) school days from the start of the course or ten (10) days in a semester course. "W" does not factor into grade averaging.