Step 4: After an upload, a Grade Verification report will be sent to you electronically for your review.

![C:\Documents and Settings\1889431\Local Settings\Temporary Internet Files\Content.IE5\CQR4X2B6\MC900019292[1].wmf]()

Step 2: Input and finalize grades in Power Teacher.

![C:\Documents and Settings\1889431\Local Settings\Temporary Internet Files\Content.IE5\Z62Y1Y6F\MC900441538[1].png]()

Step 1: Finish up MP6 and final exam grading.

![C:\Documents and Settings\1889431\Local Settings\Temporary Internet Files\Content.IE5\CQR4X2B6\MC900078705[1].WMF]()

Step 3: Email Registrar that you are done.

![C:\Documents and Settings\1889431\Local Settings\Temporary Internet Files\Content.IE5\60QQNJSV\MC900016649[1].wmf]()

**RBHS End of the Year Grade Verification Procedures**

Once admin signs off

If need to make more corrections, go back to step 6

**YAY! ALL DONE WITH GRADES FOR THIS YEAR!!** ![C:\Documents and Settings\1889431\Local Settings\Temporary Internet Files\Content.IE5\CQR4X2B6\MC900078815[1].wmf]()

Step 7: Final Grade Verification is printed out that Registrar and teacher signs.

![C:\Documents and Settings\1889431\Local Settings\Temporary Internet Files\Content.IE5\M484GMAC\MC900413596[1].wmf]()

Registrar then signs off on Year End sheet.

Step 8: Meet with administration to have them check your Grade Verification Report.

![C:\Documents and Settings\1889431\Local Settings\Temporary Internet Files\Content.IE5\Z62Y1Y6F\MC900065114[1].WMF]()

Step 6: Meet with Registrar to input corrections.

![C:\Documents and Settings\1889431\Local Settings\Temporary Internet Files\Content.IE5\M484GMAC\MC900234082[1].wmf]()

Make sure all corrections are all made in your Power Teacher as well.

Step 5: Review Grade verification for errors, blanks, and incompletes.

