

**INTEROFFICE CORRESPONDENCE**  
**Los Angeles Unified School District**  
**DIVISION OF ADULT AND CAREER EDUCATION**

**TO:** All DACE School-Site Administrators

**DATE:** February 12, 2014

**FROM:** Donna Brashear  
Executive Director

**SUBJECT: AWARDING GRADES AND CREDITS FOR CTE STUDENTS**

All students taking CTE courses for credit must receive the appropriate credit for the class they complete. Therefore, please ensure that:

1. Teachers do not record hours of attendance when submitting a grade and credit on the registration form (34-AEH-17).
2. Teachers do not record a grade, credit or hours of attendance on the registration form if the student has not completed all the competencies.

Please meet with your CTE instructors to review the above information, as well as Guideline No. 53 (attached). Ask teachers to bring their course outlines to the meeting so that course credits can be reviewed.

Attachment

c: Andres Ameigeiras  
Danna Escalante  
Kit Bell  
Judy De La Torre

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Division of Adult and Career Education

GUIDELINE NO. 53  
October 1, 2008

SUBJECT: MARKING PRACTICES FOR CONCURRENT STUDENTS  
ENROLLED IN DIVISION SCHOOLS

- I. Introduction
- II. Background
- III. Marking Practices in Community Adult Schools
- IV. Marking Practices at Regional Occupational and Skills Centers
- V. General Guidelines

I. INTRODUCTION

This guideline replaces Bulletin No. 75 issued on July 1, 1991. The content and title have been updated to reflect current Division policies and procedures. Credit certificate (34H-57) and Registration Form (34EH-17) are the two documents used to record credits earned. Credits awarded are to be marked on the Weekly Attendance Roster (34-A-EH-49) the same week the credit document is issued.

II. BACKGROUND

With the increased enrollment of secondary high school students in Division schools, specific guidelines have been established to provide uniform marking policies.

III. MARKING PRACTICES IN COMMUNITY ADULT SCHOOLS

The registration form, which serves as a multi-purpose enrollment/credit document, and the credit certificate should be filled out completely with the exception of hours attended. "Satisfactory" should be entered on the "Hours Attended" line.

#### IV. MARKING PRACTICES AT REGIONAL OCCUPATIONAL AND SKILLS CENTERS

A credit certificate or registration /enrollment document should be filled out completely with the exception of credits earned. Credits are determined by the secondary counselor or career advisor based on hours attended (see Guideline 40) and competencies attained. Credits shall be granted for students who receive a letter grade of A, B, C, or D.

#### V. GENERAL GUIDELINES

For credit certificates, the pink copy is given to the student, and the white copy is sent to the home school. For registration forms, a distribution system for the routing of various parts of the multi-colored form should be established among the various offices impacted. The secondary school and the student each receive a copy. The adult school may retain one or more copies for attendance, counseling, and Student Information System (SIS) purposes.

An instructor may give the mark of "I" or "IP" (In Progress) to any student in attendance who has not yet demonstrated minimum proficiency to warrant a regular letter grade.

Credit conferring documents are generally routed through the counseling office to the high school. To avoid ambiguity, teachers should include the student's date of birth, home school, and secondary counselor's name.

For assistance, please contact Marsha Easterday, Supervisor, Adult Secondary Education Office, at (213) 241-3738 or by email at [marsha.easterday@lausd.net](mailto:marsha.easterday@lausd.net).

APPROVED:  Ed Morris, Assistant Superintendent

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