

## Coastal Plains Charter High School Course Completion Form Directions

### For an EOC course

- The course teacher will initiate the form and complete the *Student's Full Name, Course title and Course number*. He/she will *sign the form* signifying that all modules and coursework has been completed.
- The form goes to the tutor/teacher who will verify that the review/remediation has been completed. They will add in the *date of completion* and *sign the form*. Next, the form goes to the site testing coordinator.
- The test coordinator registers the student for the EOC and keeps the form until the score comes back. The test coordinator will add in the start date at the top-may need to ask the registrar. The test coordinator will add the *USA Test prep score* and the *EOC score* on the form. The test coordinator will add in the *end date of the course* (the last day of testing window) at the top of the form and *sign the form*. The form will then be given to the office manager.
- The office manager will enter the review course (100), USA Test Prep Grade (10%) and EOC score (20%) in Gradebook and write the *course final grade* on the form. The office manager will *sign the form* signifying that the grades have all been entered. The office manager will give the form to the counselor.
- The counselor will write down the *new Course title, Course #, course start date and sign the form*; at this time, the student may be assigned a new class in Gradpoint. The counselor will give the form to the site director.
- The site director will verify the grades have been entered in Gradebook, *sign and date the form* and give the form to the registrar.
- The registrar will *enter the course and grade and associated information on the transcript*; and *update the course schedule* in Infinite Campus. The registrar will *sign the form* and place it in the permanent record.

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### For Non-EOC course

- The course teacher will initiate the form and complete the *Student's Full Name, Course title and Course number* on the form and *signs the form* signifying the coursework has been completed. Next, the form will be given to the office manager.
- The office manager will *enter the final grade on the form, sign the form* and give the form to the counselor.
- The counselor enters the *end date of the course*, enters a *new course title and course number* on the form and updates the new course in Gradpoint. The form is now given to the site director.
- The site director verifies the grades in Gradebook, *signs* and gives form to the registrar.
- The registrar enters the *course start date* at the top of the form. The registrar *enters the grade on the transcript* along with other required information, and *updates the course on the schedule*. The registrar *signs the form* and places it in the permanent record.