## ACE RECORD KEEPING KIT

The ACE/School of Tomorrow program is an easy to administer individualized program. When used properly, students master material before moving on in each subject.

This "How-To" booklet is designed to give you the basics on how to get the most out of your ACE curriculum and record keeping kit.

1-800-685-3357

curriculumexpress.com

Feel free to call for additional help--we are here to serve you!



### **CURRICULUM PROCEDURES**

### ISSUE A PACE IN EACH SUBJECT

When you receive your materials, check the contents of the box against the invoice. If there are missing or incorrect items,

Claims are to be submitted within 10 days of receipt of shipment.

After you have arranged the PACEs in numerical order by subject, check each one.

Math

yellow or gray

English

red ·

Social Studies

green

Science

blue

Word Building

purple

Bible Reading

tan

Animal Science

turquoise

Literature and Creative Writing

coral

Electives

various color with white

If at all possible, keep the PACEs in a box or file drawer until the student is ready to use them.

When ready to begin, select the first PACE of each subject (the one with the lowest number). Remove the test that is stapled in the middle of the PACE, and place it in a student's test folder. Also remove all test keys from the middle of the Score Keys. The tests and test keys must be kept in a secure place. Test keys may be stored in a three-ring binder.

Next, give the PACEs, one in each subject, to the student. Help the student fill out the Goal Card (see page 25) which is in the Home School Chart Set. It is important that the student take no more than three weeks to complete and test on a PACE. The normal time needed is two weeks.

The student with learning limitations may need to work in only two or three subjects at a time in order to attain goals. In such cases, the student should work in Math and Social Studies first and then English, Science, and Word Building. Encourage the student to take at least two tests each week. This is the minimum needed for adequate academic progress.

### **SETTING GOALS**

The Goal Card is designed for daily entries each week. The card is two-sided, thus it can be used for two weeks. The Goal Card is pinned on a small bulletin board in the student's work area. Each day as he completes his goals in each subject, he enters reasonable goals for the next day and draws a diagonal line through each completed goal. (Do not allow students to scratch out or cover up goals.) The student must be required to enter specific page numbers (i.e., 12–16) in each subject, using a pen. You should make all goal changes, not the student.

When you begin, explain how to set daily goals. For Math, English, and Word Building, the student enters actual page numbers for each subject in pen. For Science and Social Studies, the student should enter actual page numbers or sections, such as I, II, or A, B, whichever is best, depending on page arrangement and the complexity of problems and equations. For Basic Literature, he should enter specific page numbers of the resource book being read or questions to be answered.

Such entries as "Test" and "Review" are also acceptable; however, you must guard against the student delaying a test. Such entries should not be repeated two days in a row. A review day should have specific activities such as writing or typing all previously missed questions on Checkups and Self Test.

The student scores the PACE work according to built-in "score strip" controls. The student should also score at the end of each day's goals, and before and after a Checkup and the Self Test.

When the goals are completed, scored, and re-scored, the student places a diagonal line on the Goal Card across the page number completed. He immediately writes in the next day's PACE goals. Since he has just worked on the subject, he can better calculate how much academic work can be completed the next day. By the end of the day, he should have completed all his goals, marked them on the Goal Card, and set new ones for the next day. The student should take care to keep the Goal Card neat. Implement a system of follow-up that provides corrective measures when he does not complete goals. However, consideration should be given for illness, unusually difficult problems, disruptions, "idealistic goals," etc.

Goal setting may be relatively easy for some students but more difficult for others. Do not permit the student to sit idle and not produce. The student may need a short break or encouragement. Identify when the student needs motivational assistance, and give more attention.

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11.		nkg,				Date.	9-16-96	
	Math	English	5x.St	Science	Wd.Bldg	New.Test	Typing	TOTAL PAGES
M	43-48	16	16	15-21	912	Beview		24
$\mathbf{T}$	49-54	7-11	2-12	22-27	13-16	27,28		29
W	Jest	12-16	1347	28-32	1720	Jest		19
Th		17-21	18-22	Jest	3425	1-5	······································	26
F		22-26	23-28		24-30	6-11	1-6	28
GOALS	AC		OOK REPORT			BIBLE MEMOR		
	monstrating rapleted. As ye	ou complete	each subject	, put up new	goals for the		pages	9
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### SETTING UP YOUR RECORD KEEPING SYSTEM

Maintaining accurate records is a very important responsibility. If you later decide to enroll in another school, records and completed tests will be vital.

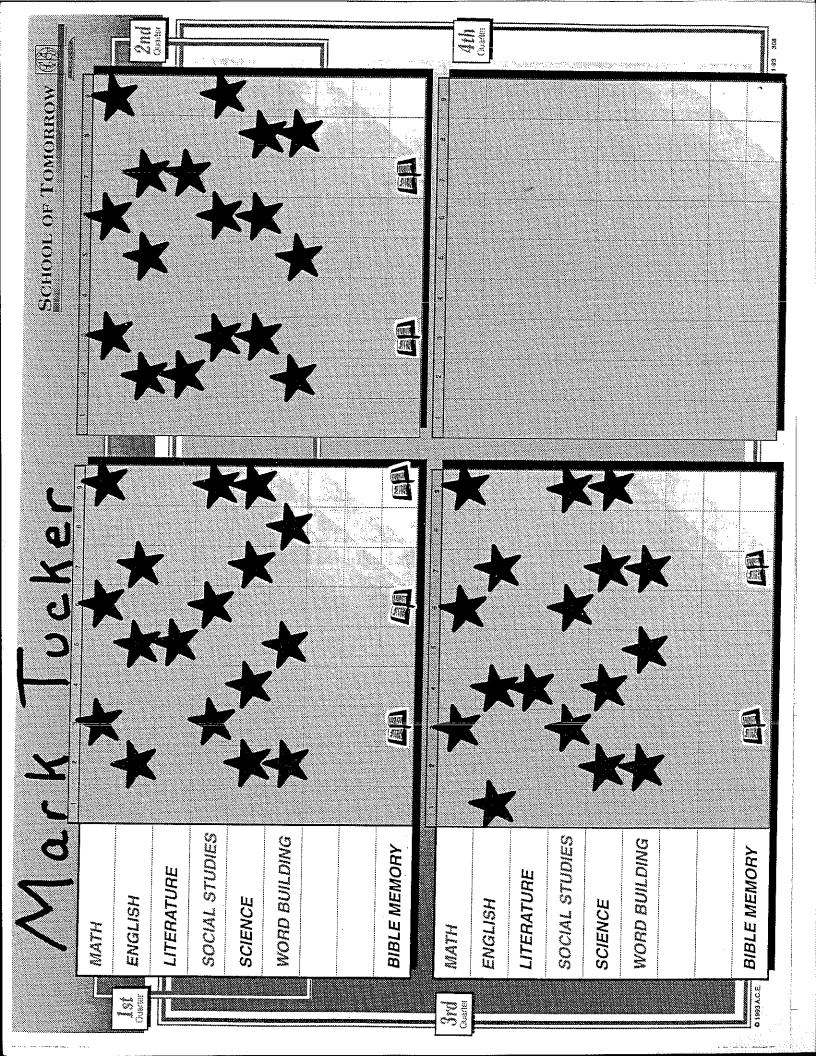
### **Student Progress Chart**

The Student Progress Chart is an 8 1/2"x 11" card with subjects listed on the left for each progress report period. At the beginning of the academic year, use a large, brightly colored, felt-tip marker to print the student's name in large letters neatly across the top of the chart. Printing must be neat if the student is to keep the chart neat. Throughout the academic year when the student successfully completes a PACE, a star is placed opposite the PACE subject in the proper column representing the week in which the PACE Test was passed. School of Tomorrow, stars are color coded to match the color of PACEs:

Math	Yellow
English	Red
Social Studies	Green
Science	Blue
Word Building	Purple
Scripture Memory	Bible
All others	Silver

No other marks are to be made on the chart. You may wish to insert the chart in a plastic page protector, which helps keep the chart neat and clean.

As insignificant as a little star, logo sticker, or Bible sticker may seem to you, they represent tangible achievement and reward when the student places them on the Student Progress Chart. Achievement and reward are almost synonymous, for they both contain built-in motivational value.



### Master Record Sheet

One of your most important documents is the Master Record Sheet! This form provides an instant record of a student's grades in each subject for the year and an attendance record (see example on page 15).

The PACE number is entered in the top half of each divided box. Each corresponding test score is entered in the bottom half of each divided box. There is no Mid-Term Test or Final Test in the PACE program. The First Term Average is determined by averaging the first six grades, and the Final Grade is determined by averaging the twelve unit grades. The student must score a minimum of 80 percent on all PACE Tests. A PACE Test score below 80 percent demonstrates inadequate learning or insufficient mastery of skills; therefore, a student who scores below 80 percent is not ready to proceed. You should order another PACE and have the student rework the entire PACE and retake the test. The original score is then replaced by the new score if it is 80 percent or higher. It is your responsibility to be certain the student is ready to test by reviewing the Self Test and Checkups with the student. It is very important that all information on the Master Record Sheet be accurate and include all test scores, since information from this form is then transferred to a permanent record (see example on page 21).

### Activity and Academic Log Key

The Activity and Academic Log Key should be filled in on a daily basis using the letter codes. This is your official attendance record, and it is very important to keep this document current (see example on page 15).

### MASTER RECORD SHEET

Student Name	lark	Tu	CKe	۲		count mber	4000	00/0	Acco Nam	ount le	رط ا	hn	Tuc	Ker	
Subject	ect Test Scores						First Term			Tost	Scores			Second Term	Final
	1	2	3	4	5	6	Avg.	7	8	9	10	11	12	Avg.	Grade
MATH	#85 89%	#84 90%	#87 92%	#88 91%	#89 90%	#90 88%	90%	#91 88%	#92	#93 9 <b>8</b> %	#94 93%	#95 91%		91%	902
ENGLISH	#85 96%	# 86 93%	#87 93%	#88 94%	#89 96%	#90 92%	93%	# 91	#92 91%	#93 90%	#94	# 95		92%	934
LITERATURE	# %	#84 95%	#  %	#88 97%	# %	#90 93%	95%	# %	#92.	# %	494	# %	# 96 95%	95%	95%
SOCIAL STUDIES	#35 94%	# 86 96%	#87 94%	#88 95%		#10 94%	95%	#91 96%	#92 97%	#93 93%	# 94 94%	#95 95%	#96 97%	952	954
SCIENCE	#85 93%	#84 99%	#87 95%		#89 100 %	#90 92%	962		#92 90%	#93 94%	#94 94%	#95 97%	#96 96%	932	94%
WORD BUILDING	#85 96%		#87 98%			#90 97%	96	#91 98%	#92 94%	#93 96%	#94 95%	#95 97%	#96 96%	96%	964
TypemasterT	#	#	#	#	#	#e	vel6	#	#	#	#	#	#		
Math Blaster	%	%	%	%	%	<del></del>	494		 %	%	%	 %	%	.	
ReadHastor Level 8	# %	# %	# %	# %	# %	# %	100	i	#	# %	# %	# %	# %	100	100
P.E.							A								A

### **ACTIVITY AND ACADEMIC LOG KEY**

	Week #1	Week #2	Week #3	Week #4	Week #5	Week #6	Week #7	Week #8	Week #9
	MTWTF	MTWTF	MTWTF	MTWTF	M T W T F	MTWTF	MTWTF	MTWTF	MTWTF
1st Quarter	CCCCF	addef	acece	adde f	SSSCC	CCCCF	CCCCF	CCCCF	CCCCF
2nd Quarter	CICCUF	CCCCA	colde	<u>odda</u>	CCCF	CCCCF	SSICCE	CCCEF	CCCFF
3rd Quarter	CICICIC	CCCCF	CCCC	TUCCF	adace	CICCEF	cklekk	CCCCF	CCCCF
4th Quarter	adacs	SICCOLF	coloca	cecefo	JOOCE	CCCCF	CCCCF	adada	SSSSF

C-Curriculum Studies

F-Field Trip

S—Special Studies

I-Illness

The above information is accurate to the best of my knowledge.

Signed.

(To be signed at the close of the study year.)

White - Parent Copy

Yellow - Second Term (School Copy)

Pink - First Term (School Copy)

SCHOOL OF TOMORROW.

### Student Progress Report (Pages 18 and 19)

The Progress Report card may be filled out each quarter. Record PACE numbers and test scores from the Master Record Sheet in the appropriate boxes and average the scores.

The section entitled "Desirable Habits and Traits" is for the student's self-evaluation with your guidance. You should explain the marks to the student: "S" is average; most of us are average. This means we need to work at improving; we all have some area on which we need to work. "G" indicates area of strength. "E" means unusually good. "N" means needs improvement. You might then say to the student, "Now let's go down the list. You tell me how you feel you rate and why."

The ideal way to help a student develop these particular traits and habits is to discuss them during the first progress reporting period. Enter his evaluations in pencil. However, do not take his word for each rating; discuss his comments about himself, and guide him to realistic conclusions. He may downgrade or over-rate himself because of limited insight. Usually no more than 10 percent of the student's responses should be challenged. Next quarter, cover his responses on the previous quarter and repeat the process. After you have discussed each trait, compare the evaluations, and see how the student has progressed as he has worked on personal habits and traits.

The following explanations of the categories found on the back of the Progress Report will help you evaluate your student during the student conference at the end of each progress reporting period.

### **WORK HABITS:**

- 1. Follow directions. The student follows through with instructions for functioning in the Learning Center: setting goals, operating computers, completing work, etc. He does PACE and computer work according to steps and instructions, does not skip procedures, scores well, waits for Self Test initials, etc.
- 2. Works well independently. The student works with minimum supervision. He takes initiative to find solutions with computer software and/or he can find answers in his PACE and analyze examples to learn new procedures on his own. He maintains steady work habits and does not waste time.
- 3. Does not disturb others. The student does not distract others by talking, turning around in his chair, tapping his pencil, making unnecessary noise, or moving around in any way other than a quiet manner.
- 4. Takes care of materials. PACEs, computers, software, books, and reference materials are kept neat and in good repair. The student keeps PACEs free of extraneous marks. He writes and erases neatly. Assignments are done in neat penmanship without strike-overs and with neat erasures. He keeps PACEs neatly stacked in his work area in the order in which they appear on his Goal Card. The student does not mar Learning Center materials, equipment, or furniture. He immediately reports any damaged material he discovers.
- 5. Completes work required. The student consistently finishes his goals, hands in assignments on time, and does what is required to achieve maximum progress within a given time period.
- 6. Achieves computer assignments when applicable. The student consistently completes computer assignments in the time allotted and takes the initiative to guarantee maximum progress.
- 7. Promotes school spirit. The student supports school programs, and more importantly, supports the school spiritually by prayer and other service.

### SOCIAL TRAITS:

- 1. Is courteous. The student is polite to peers and shows proper respect for adults. He addresses adults as instructed (i.e., "Yes, sir; No, ma'am"). He follows common rules of courtesy and etiquette.
- 2. Gets along well with others. The student follows the Biblical admonition to "Love one another." He deals unselfishly with others, works cooperatively, and does not make fun of or tease fellow students. He follows the Biblical way of settling differences by asking forgiveness when he is wrong.
- 3. Exhibits self-control. The student does not "explode" when provoked. He controls his temper, passions, and appetites. He does not compulsively mark on things, push students, or call names.
- 4. Shows respect for authority. The student treats adult authorities as those God has placed in that position to care for his soul. He treats them courteously, is obedient, and avoids situations of familiarity or disrespect.
- 5. Responds well to correction. The student does not become rebellious or refuse to accept discipline. He sees discipline as God's method of shaping his character to conform with that of Christ. He does not sulk, pout, or try to "get even" with the authority meting out discipline.
- 6. Promotes school spirit. The student supports school programs, and more importantly, supports the school spiritually by prayer and other service.

### PERSONAL TRAITS:

- 1. Ability to establish own goals. The student is able to set reasonable goals that are neither too low nor too high. (Reasonable goals allow him to achieve the maximum he is normally capable of producing each day.) As a high school student, he is able to plan long-range goals as well as daily goals (especially when approaching graduation). He is able to set physical and spiritual goals as well as academic goals and is constantly striving to increase productivity.
- 2. Successfully reaches goals. The student is learning to achieve goals despite obstacles. He is able to set aside his own desires for leisure activity in order to meet a goal. He is learning not to quit in the face of difficulty.
- 3. Displays flexibility. The student is able to set aside his own desires to meet the needs of others. He accepts changes in the routine without grumbling or complaining.
- 4. Shows creativity. The student is constantly alert for creative alternatives that enable him to achieve goals at an accelerated rate. He is especially alert to find solutions to difficult situations by using the resources available to him (i.e., dictionary, encyclopedia, maps, handbooks, concordances, etc.). The creative student also demonstrates uniqueness in his work area.
- 5. General overall progress. This is a catch-all area that allows you to ask the student, "Are there things in your personal life or in school that you would like to discuss? What do you think you need to work on most?" Ask questions that reveal his attitude toward school. Compare his general progress from the beginning of the academic year to the last reporting period.
- 6. Attitude toward computer learning when applicable. The student maintains a positive attitude toward computer learning.

## **DESIRABLE HABITS AND TRAITS**

E Excellent

G-Good S-Sat

S-Satisfactory N

N-Needs Improvement

### - WORK HABITS -

Follows directions
Works well independently
Does not disturb others
Takes care of materials
Completes work required
Achieves computer assignments

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2	G	E	Ш	P	V	Λ.
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### - SOCIAL TRAITS -

Is courteous
Gets along well with others
Exhibits self-control
Shows respect for authority
Responds well to correction
Promotes school spirit

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### - PERSONAL TRAITS -

Ability to establish own goals
Successfully reaches goals
Displays flexibility
Shows creativity
General overall progress
Attitude toward computer learning

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æ	5	5	G	5	5	5
2	5	Ś	T.	5	G	5
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This report of the student's work, social, and personal progress reflects a joint evaluation by supervisor and student after a working period of nine weeks.

Each student matures according to his own rate and ability. The staff has endeavored to design a report that will accurately reflect your student's own rate of progress and relate it as reasonably as possible to his peers.

If you have any questions, please call the office.



Mack Tucker
Student
Tucker Heademy
John Tucker
School
1993-94

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Tucker, Mark	MATH	ENGLISH	LITERATURE	SOCIAL STUDIES	SCIENCE	WORD BUILDING	COMPUTER PROGRESS			TOTAL PACE'S COMPLETED	PACE AVERAGE	DATE	DAYS ABSENT	READING Readnaster Level 8	Words per minute Comprehension	Composite Score	BIBLE MEMORY	PHYSICAL EDUCATION	PARENT SIGNATURE

### Academic Record Card

The Academic Record serves as a permanent history of the student's achievement. Transfer the information regarding PACE numbers and test grades from the Master Record Sheet. Attendance information should also be included. It is especially important to maintain accurate records of credits earned by high school students. Copies of this record (transcript) will later be required when applying to colleges. If you are enrolled in a school that performs record-keeping services for you, you will not need to complete this form.

Issue one credit for each twelve PACEs completed in a subject above #1097, (i.e., World History PACEs 97–108 constitutes one credit). A few courses contain only six PACEs (Health, Music, Speech). These courses count as 1/2 credit. See *High School Distinctives* section (page 34) for high school requirements.

### DETERMINING GPA (GRADE-POINT AVERAGE)

Assign each completed high school course a letter grade. The following grading system is suggested:

Percent Grade	Letter Grad
98100	A+
96–97	A
94–95	A
92-93	B+
90–91	В
88–89	В-
86–87	C+
83–85	С
80–82	C-

Each "A" is worth 3 points. Each "B" is worth 2 points. Each "C" is worth 1 point.

Add the total points for all completed courses and divide by the total number of courses. This yields the student's grade-point average.

### Example:

Subject	Grade	Grade Points
Algebra I	В—	2
World History	C+	1
English I	B+	2
Biology	С	1
New Testament Survey	A-	. 3

Grade-Point Average (GPA): 9 divided by 5 = 1.8 (GPA is usually rounded to one decimal). When you report a GPA on a transcript, always specify that a 3-point scale was used. A 4-point scale includes the "D" grades, which are not used for students in the School of Tomorrow, program.

Remember: Your home school's image is carried with every academic record. Keep records neat and professional.

Critical: Academic Records are to be retained PERMANENTLY.

### TOMORROW.

## PEHMANENT RECORD

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	Tucker Academy	Wayne De.	STATE
-	Tucker	4455	Fair Haven
1 OMORROW®	SCHOOL	NDDRESS	NTY Fair

### STUDENT INFORMATION

STUDENT Mack Tucker SS#123 - 45 - 6789
BIRTH DATE 7-24-80 BIRTH PLACE Denten, TX
PARENT OR GUARDIAN John TUCKEN
ADDRESS 4455 Wayne Dr
CITY Fair Haven STATE TX ZIP 7777

### NATIONAL TEST RECORDS

AMINATION SCORES  DATE SAT	Verbal Math TSWE	APTITUDE TEST (TCS)	Chron. Scale Percentile Bank Date Grade Score Age Grade	5-43 1.9 677	5-95 99 725 82 76	5-11 11.9 145 83 84 85 85 85 85 85 85 85 85 85 85 85 85 85	,			
DATE 10-15-97 ACT  DATE 10-15-97 ACT  Eng. Math 80. St. N.S. Comp.		ACHIEVEMENT TEST	Chron. Grade %ile · Scale Date Grade Equiv. Rank Score	7.8 52 525	5-95 9-9 (0.4 59 59-3 19-10-9 (1.8 554)	इ.मी 11.9 12.9 उप इ.मी 12.9 12.9				(II CAT, SAT, or ACT Labels received, place on form)

(RECENT PHOTOS)

NDANCE	DAYS ABSENT	0	N	/	8	
HIGH SCHOOL ATTENDANCE	DAYS SCHOOL IN SESSION	187	185	581	181	
HIGH SC	YEAR	sbhb	16-36	26.95	97.98	

### GRADUATE RECORD

STUDENT RATES	DIPLOMA RECEIVED	
IN A CLASS OF	HONORS	Г
AWARDS	COLLEGE PREPARATORY	
	GENERAL PREPARATORY	
	VOCATIONAL PREPARATORY	
		_ ]

## ACADEMIC RECORD SUMMARY

	READING	READINESS		Reading Readiness Test		Date	Score		Promotion:	-	Cate
		Date	H.S. CREDIT EARNED	لد	Z		41/2	5	_	4	/
1	1	1	PACE	132	<i>አሉ/</i>	אתת	38	744	1108	120	108
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Date O.	Dale .		DIAGNOSED GRADE LEVEL	7	7	7	7	7	7	0	9
Eprolled Date 9-2-97		Previous Grade	SUBJECT	MATH	ENGLISH	LITERATURE	SOCIAL STUDIES	SCIENCE	ETYMOLOGY/ WORD BUILDING	Bible	Complete

### TRANSCRIPT SENT TO

onal Institut	29 9000	STATE IX ALL STATE
SCHOOL International	ADDRESS P.O. BOK 29 9000	CITY Lewisville

## **ACADEMIC RECORD**

		-		
Grade 1,	Grade 1, Yr 87 Absences	seuces	/_ Pres	Present 77
Course	# of PACEs	PACE #\$	PACE Average	Grade
ABCs RR Test				
ABCs Post Test			-	
Math		•		4
English				¢
Social Studies			7	
Science		<u> </u>		A
World Building	Saclina		١	£
CHICASHIP	Ship	1		Ø
Readplaster	leading	2		₫
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Grade 3, Yr 87	Yr87 A	Absences	_	Present /
Course	# of PACEs	PACE #s	PACE Average	Grad
Math				¢
English				T
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Social Studies	,		Ş	T
Science			AV./	Æ
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Grade 5,	Grade 5, Yr 4/ Absences_	_seouesc	4 Present (80	sent (Et
Course	# of PACEs	PACE #s	PACE Average	Grade
Math				Œ
English				0
Literature Re	Reading		_	¥
Social Studies	'n			4
Science			101	
Word Juliding	Soctling		ركريام	В
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Citizenship	5hi p	1001		+5
Readmaster L	Writing	1/2		¥
Туретавтет	ה ר	Ω		
P.E.				

Grade 7,	Grade 7, Yr 43 Absences	psences	S Pres	Present /8
Course	# of PACEs	PACE #s	PACE Average	Grade
Math	77	73-84	9/0 16	Œ
English	۲,	73-84	%56	4
Literature	s	73-84	426	0
Social Studies	(2	73-84	-695	₹
Science	12	73-84	1,066	∢
Word Bullding	12	13-84	%86	∢
Typemeskr I	k, #	Level, 4-5	9166	#
-				
Readmaster	36 St.	Level7		CS 27
ΡĒ				B+

7	80-87 <del>=</del> C
	88 - 93 = B
	arading: 94-100 = A

2 Present/25	
Absences O	
Grade 2, Yr <u>88</u>	

	Grade	4	4	¢		4	T.	മ	Œ			5	
1	PACE Average	•		2	7-Pa	7	<b>)</b>						
	PACE #s						9	W. O.	52				
	# of PACEs			Reading	`		Spellinb	•	hip				
	Course	Math	English	Literaphe A	See	Science	Word Building	Art	Crticenship	Readmaster	Typemaster	P,E	

	4			
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Social Studies	13	96-58	.1.35	4
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# **COURSES FOR CREDIT TOWARD GRADUATION**

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