



TEACHER'S RECORD BOOK

FOR GRADING

Plan. Teach. Assess. Grade. Inspire.



TEACHER: _____



CLASS/GRADE: _____



SCHOOL: _____



SUBJECT: _____



TERM/SEMESTER: _____



DATE RANGE: _____ TO _____

NO.	STUDENT NAME	ASSIGNMENTS / ASSESSMENTS						QUIZ /	TEST /	PROJECT /	PART. /	TOTAL /	PERCENT %	GRADE
		A1 /	A2 /	A3 /	A4 /	A5 /	A6 /							
1.														
2.														
3.														
4.														
5.														
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23.														
24.														
25.														

GRADE SCALE		
GRADE	PERCENTAGE	INTERPRETATION
A	90 – 100	Excellent
B	80 – 89	Very Good
C	70 – 79	Good
D	60 – 69	Fair
F	0 – 59	Needs Improvement

PERFORMANCE LEGEND	
★	Outstanding
✓	Good
●	Average
▲	Needs Improvement
✗	Unsatisfactory

SUMMARY	
TOTAL POSSIBLE POINTS	
TOTAL EARNED POINTS	
CLASS AVERAGE (%)	
HIGHEST SCORE (%)	
LOWEST SCORE (%)	

ATTENDANCE	
TOTAL CLASSES	
CLASSES ATTENDED	
CLASSES MISSED	
ATTENDANCE (%)	

NOTES

TEACHER COMMENTS



Reflect.



Adjust.



Support.



Succeed.

