

Once a month, the principal reviews select students out of each classroom gradebook in INow and generates a Gradebook Checklist noting the findings of the gradebook check. The principal uploads the checklist findings into the teacher's personal folder in our Whitley Staff OneNote notebook.



Whitley Elementary School Gradebook Checklist



Teacher's Name: Dailey Date of check: 8/23/16
S. Payne

Subject				Comments
Reading	% of Course Failures	Class Average for Course	Class Average for Individual Assignments	
"Look-Fors"	Satisfactory	Unsatisfactory		
# of Grades Entered	X			
Missing Grades	X			
Authentic Grades	X			
Category Averages Correct	X			
Grades Entered Weekly	X		89.69	1 minor
Evidence of Reteaching/Retesting	NA			
Math	% of Course Failures	Class Average for Course	Class Average for Individual Assignments	Comments
"Look-Fors"	Satisfactory	Unsatisfactory		
# of Grades Entered	X			
Missing Grades	X			
Authentic Grades	X			
Category Averages Correct	X			
Grades Entered Weekly	X		86.12%	1 minor grade 1 major grade
Evidence of Reteaching/Retesting	NA			
Other Subjects	% of Course Failures	Class Average for Course	Class Average for Individual Assignments	Comments
"Look-Fors"	Satisfactory	Unsatisfactory		
# of Grades Entered	X			
Missing Grades	X			
Authentic Grades	X			
Category Averages Correct	X			
Grades Entered Weekly	X		100 %	1 major grade Social Studies
Evidence of Reteaching/Retesting	NA			

Plan of Action:

Completion Date: _____

Teacher Signature: _____ Principal Signature: _____



Whitley Elementary School
Gradebook Checklist
Date of check: 11/4/16



Teacher's Name: Dennis

Zion Overton

Subject				Comments
Reading	% of Course Failures	Class Average for Course	Class Average for Individual Assignments	9.72%-1 st gr failures 0.0%-Dennis' failures
	0%			
"Look-Fors"	Satisfactory	Unsatisfactory		
# of Grades Entered	X			
Missing Grades	X			
Authentic Grades	X			
Category Averages Correct	X			
Grades Entered Weekly	X			
Evidence of Reteaching/Retesting	NA			
Math	% of Course Failures	Class Average for Course	Class Average for Individual Assignments	Comments
"Look-Fors"	Satisfactory	Unsatisfactory		
# of Grades Entered		X		Only 2 major grades entered
Missing Grades	X			
Authentic Grades	X			
Category Averages Correct	X			
Grades Entered Weekly		X		First grade entered 10/28/16
Evidence of Reteaching/Retesting	NA			
Other Subjects	% of Course Failures	Class Average for Course	Class Average for Individual Assignments	Comments
"Look-Fors"	Satisfactory	Unsatisfactory		
# of Grades Entered		X		No Lang. Arts category set up in gradebook
Missing Grades		X		
Authentic Grades		X		
Category Averages Correct		X		
Grades Entered Weekly		X		
Evidence of Reteaching/Retesting		X		

Plan of Action: Set up Lang. Arts category ASAP Completion Date: 11/7/16

Teacher Signature: _____ Principal Signature: _____



Whitley Elementary School
Gradebook Checklist



Teacher's Name: DeAndrade

Date of check: 11/4/16

Jaidyn Thomas

Subject				Comments
Reading	% of Course Failures	Class Average for Course	Class Average for Individual Assignments	20.97%-2nd gr failures 31.58% - DeAndrade Failures
	0%			
"Look-Fors"	Satisfactory	Unsatisfactory		
# of Grades Entered		X		Only 1 grade entered
Missing Grades		X		
Authentic Grades	X			
Category Averages Correct	X			
Grades Entered Weekly		X		
Evidence of Reteaching/Retesting	NA			
Math	% of Course Failures	Class Average for Course	Class Average for Individual Assignments	Comments
"Look-Fors"	Satisfactory	Unsatisfactory		
# of Grades Entered		X		Only 2 grades entered
Missing Grades		X		No major grade listed
Authentic Grades	X			
Category Averages Correct	X			
Grades Entered Weekly	X			
Evidence of Reteaching/Retesting	NA			
Other Subjects	% of Course Failures	Class Average for Course	Class Average for Individual Assignments	Comments
"Look-Fors"	Satisfactory	Unsatisfactory		Lang. Arts
# of Grades Entered		X		Only 2 grade entered
Missing Grades	X			No writing grades
Authentic Grades	X			
Category Averages Correct	X			
Grades Entered Weekly		X		1 st grade entered 10/21/16
Evidence of Reteaching/Retesting	NA			

Plan of Action: Enter reading grades ASAP Completion Date: 11/7/16

Teacher Signature: _____ Principal Signature: J.S. Holcombe _____



Whitley Elementary School
Gradebook Checklist



Teacher's Name: Robinson Date of check: 8/22/16

Q. Davis

Subject				Comments
Reading	% of Course Failures	Class Average for Course	Class Average for Individual Assignments	
"Look-Fors"	Satisfactory	Unsatisfactory		
# of Grades Entered		X		No grades recorded
Missing Grades				
Authentic Grades				
Category Averages Correct	X			
Grades Entered Weekly			71.24%	2 major grades
Evidence of Reteaching/Retesting	NA			
Math	% of Course Failures	Class Average for Course	Class Average for Individual Assignments	Comments
"Look-Fors"	Satisfactory	Unsatisfactory		
# of Grades Entered	X			
Missing Grades	X			
Authentic Grades	X			
Category Averages Correct	X			
Grades Entered Weekly	X		71.76%	2 major grades
Evidence of Reteaching/Retesting	Not yet			
Other Subjects	% of Course Failures	Class Average for Course	Class Average for Individual Assignments	Comments
"Look-Fors"	Satisfactory	Unsatisfactory		
# of Grades Entered	X			
Missing Grades	NA			
Authentic Grades	X			
Category Averages Correct	X			
Grades Entered Weekly	X		80.48%	1 minor grade
Evidence of Reteaching/Retesting	NA			

Plan of Action: **Record weekly grades for Reading**

Completion Date: _____

Teacher Signature: _____

Principal Signature: _____



Whitley Elementary School
Gradebook Checklist



Teacher's Name: Williams

Date of check: 01/23/17

S. Leatherwood

Subject				Comments
Reading	% of Course Failures	Class Average for Course	Class Average for Individual Assignments	
	19.05%			
"Look-Fors"	Satisfactory	Unsatisfactory		
# of Grades Entered	X			5 grades entered
Missing Grades	X			
Authentic Grades	X			
Category Averages Correct	X			
Grades Entered Weekly	X			
Evidence of Reteaching/Retesting	NA			
Math	% of Course Failures		Class Average for Individual Assignments	Comments
	4.35%			
"Look-Fors"	Satisfactory			
# of Grades Entered	X			4 grades entered
Missing Grades	X			
Authentic Grades	X			
Category Averages Correct	X			
Grades Entered Weekly	X			
Evidence of Reteaching/Retesting	NA			
Other Subjects	% of Course Failures		Class Average for Individual Assignments	Comments
"Look-Fors"	Satisfactory			Lang. Arts
# of Grades Entered	X			
Missing Grades	X			
Authentic Grades	X			
Category Averages Correct	X			
Grades Entered Weekly	X			
Evidence of Reteaching/Retesting	NA			

Plan of Action:

Completion Date: _____

Teacher Signature: _____ Principal Signature: J.S. Holcombe _____



Whitley Elementary School
Gradebook Checklist



Teacher's Name: Coleman Date of check: 01/24/17

A. Sargent

Subject				Comments
Reading	% of Course Failures	Class Average for Course	Class Average for Individual Assignments	
	17.39%			
"Look-Fors"	Satisfactory	Unsatisfactory		
# of Grades Entered		X		1 grade entered
Missing Grades	X			
Authentic Grades	X			
Category Averages Correct		X		60% 40%
Grades Entered Weekly		X		1/13 last entry
Evidence of Reteaching/Retesting	NA			
Math	% of Course Failures		Class Average for Individual Assignments	Comments
"Look-Fors"	Satisfactory			
# of Grades Entered		X		No subject setup
Missing Grades		X		
Authentic Grades		X		
Category Averages Correct		X		
Grades Entered Weekly		X		
Evidence of Reteaching/Retesting	NA			
Other Subjects	% of Course Failures		Class Average for Individual Assignments	Comments
"Look-Fors"	Satisfactory			Lang. Arts
# of Grades Entered		X		
Missing Grades	X			
Authentic Grades	X			
Category Averages Correct		X		60% 40%
Grades Entered Weekly		X		1/13 last entry
Evidence of Reteaching/Retesting	NA			

Plan of Action: Setup all subjects ASAP. I will check again 1/26/17 Completion Date: 1/25/17

Teacher Signature: _____ Principal Signature: J.S. Holcombe _____