

Grades 9-12 Grade Submission Form

Please provide a brief description of non-academic subjects.

Non-Academic Courses:

Samples for all non-academic courses may be brief descriptions of the class, photos, or sample artwork. A Pass/Fail grade should be assigned on the grade submission form for non-academic courses. Read more about electives [here](#).

Music: ☐ 60+ hours/1 semester credit ☐ 120+ hours/1 year credit

Please describe the work completed to reach the hours required for credit.

Art: ☐ 60+ hours/1 semester credit ☐ 120+ hours/1 year credit

Please describe the work completed to reach the hours required for credit.

PE: ☐ 60+ hours/1 semester credit ☐ 120+ hours/1 year credit

Please describe the work completed to reach the hours required for credit.

Other: ☐ 60+ hours/1 semester credit ☐ 120+ hours/1 year credit

Please describe the work completed to reach the hours required for credit.

Attendance

Reporting Periods:

1

2

Days in Attendance:

| Subject | *D | Course Title (Kolbe courses retain their course titles) | Grade | |
|----------------|----|--|-------|----|
| | | | S1 | S2 |
| Theology: | | | | |
| English: | | | | |
| Literature: | | | | |
| History: | | | | |
| Mathematics: | | | | |
| Science: | | | | |
| | | n/a Science Lab (mark with an X) | | |
| Foreign Lang.: | | | | |

ACADEMIC ELECTIVES (No more than 8 academic subjects may be reported per semester):

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |

NON-ACADEMIC ELECTIVES:

A Pass/Fail (P/F) grade should be used in these subjects.

| | | | | |
|-----|-----|--|--|--|
| PE: | n/a | | | |
| | n/a | | | |
| | n/a | | | |
| | n/a | | | |

Please sign and date below.

Please be sure to sign each semester. If filing electronically, a typed name will suffice. By signing below, I acknowledge that the above grades are my recommended grades, Kolbe Academy reserves the right to amend them, and that my student has completed all work on his own while adhering to Kolbe Academy's honor policy.

Signature: _____ Date _____

*D = Course Designation

H = Honors

K = Kolbe Core Course

**Final Decision is at the
Advisor's discretion**

| Grade | GPA | Percent | Grade | GPA | Percent |
|-------|-------|----------|-------|--------|---------|
| A+ | = 4.0 | = 97-100 | C | = 2.0 | = 73-76 |
| A | = 4.0 | = 93-96 | C- | = 1.7 | = 70-72 |
| A- | = 3.7 | = 90-92 | D+ | = 1.3 | = 67-69 |
| B+ | = 3.3 | = 87-89 | D | = 1.0 | = 65-66 |
| B | = 3.0 | = 83-86 | F | = 0.0 | = 0-64 |
| B- | = 2.7 | = 80-82 | | | |
| C+ | = 2.3 | = 77-79 | P | = Pass | |



Grades 9-12 Grade Portfolio Checklist

Please do not omit any of the following information:

Student Name: _____

School Year: _____

Grade: _____ Semester: _____

S1

S2

Parent Name: _____

Address: _____

Phone: _____

Academic Record will be sent to the email below.

Email _____

Send Grade Portfolio to:

| By mail: | By e-mail: |
|--|---|
| Kolbe Academy 1600 F Street Napa, CA 94559 | Grades K-8: k8reports@kolbe.org Grades 9-11: hsreports@kolbe.org Grade 12: seniors@kolbe.org |

Please keep copies of all Grade Submission Forms and coursework samples sent to Kolbe. You may keep original coursework samples and submit copies to Kolbe if you prefer

| | | | |
|---|--|--------------------------|--|
| <input type="checkbox"/> | Grade Submission Form with Recommended Grades | <input type="checkbox"/> | Attendance Record (with 2 nd Semester Portfolio.) |
| <input type="checkbox"/> | Signature on Grade Submission Form | | |
| D | Academic Courses (no more than 8) | X | |
| | Theology Sample(s) | | |
| | English Sample(s) | | |
| | Literature Sample(s) | | |
| | History Sample(s) | | |
| | Math Sample(s) | | |
| | Science Sample(s) | | |
| | Science Lab Sample(s) | | |
| | Foreign Language Sample(s) | | |
| | Non-Academic Courses | X | |
| | Music | | |
| | Art | | |
| | Physical Education | | |
| | Other (fill in name): | | |
| | Electives (Please fill in course titles) | X | |
| | | | |
| | | | |
| Column D = | Course Designation Mark with H (Kolbe Honors) or K (Kolbe Core). Leave blank if none apply. | | |
| Column X= | Mark box with an X if TWO written and graded samples are included for the indicated course. Check only those that apply. | | |
| K (Kolbe Core) and H (Kolbe Honors) Course Designations: Please include an Honors Cover Sheet for each honors course reported on the grade card and consult each course's syllabus for exact sample requirements for Kolbe Honors (H) and Kolbe Core Curriculum courses (K). If no designation is desired for an academic course, any TWO written and graded samples of work will suffice for credit each semester. | | | |
| College Courses and other Outside Transcripts: An official transcript from the college or other academic institution must be included for credit. Send transcripts to transcripts@kolbe.org . The issuing school's seal and authorized signature must be visible. | | | |