



Education Services GPA Instructions Form

For those members serving students with education services, you will need to report those students on the Education Services Log. You will need to report the student's grade point average (GPA) on a quarterly basis, as well as the cumulative GPA.

For high school students, GPA is calculated by the school and conveyed on the student's report card. Elementary and middle school students may have their grades and GPA reported differently. Please use the following calculations when reporting GPAs for students.

Please note: You will need to obtain a copy of the student's report card as documentation.

Grade Point Average	Elementary School	Middle School	High School
4.0	Outstanding or Exemplary Mastery	A	A
3.5		A- or B+	A- or B+
3.0	Satisfactory or Mastering	B	B
2.5		B- or C+	C- or C+
2.0	Improving or Progressing	C	C
1.5		C- or D+	C- or D+
1.0	Needs Improvement or Developing	D	D
0.5		D-	D-
0.0	Unsatisfactory	F	F
--	No Indicator	--	--

To calculate the GPA, add all grades together and divide by the number of subjects. For example, if a student received 3 As and 2 Bs, you would calculate the GPA as follows: $A + A + A + B + B = 4.0 + 4.0 + 4.0 + 3.0 + 3.0 = 18 / 5 = 3.6$.