



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VA 22203-1635

Education Directorate

09-E-001

Date: AUG 25 2009

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
POLICY MEMORANDUM

SUBJECT: DoDEA Electronic Gradebook System Policy For Grades 4-12

It is the policy of the Department of Defense Education Activity (DoDEA) that every DoDEA teacher will make available information to parents and students at the beginning of each course or grade level to include grading policy and course requirements. This information will be provided to parents and students by the end of the first month of the school year or in the case of a semester course, by the end of the first month of the semester.

If any child demonstrates unsatisfactory progress or achievement, teachers must notify parents with enough time to correct the deficiency. Notification must occur as soon as unsatisfactory achievement is evident, and not later than the midpoint of the nine week grading period.

Timely and accurate reporting of student progress shall be accomplished using the approved DoDEA Electronic Gradebook (EGB) System. All assignments (e.g., quizzes, tests, examinations, homework, speeches, etc.) that are used to assess and report student progress shall be promptly evaluated and/or graded, posted in the EGB, and returned to the student. The normal period of evaluation and posting should be no longer than ten (10) calendar days from the date the assignment is collected, with reasonable exceptions for large projects (e.g., term papers, research projects, portfolios, etc.). This includes all assignments at all grade levels and in all subjects that are part of the educator's assessment of the student. At a minimum, all teachers are required to record one assignment or grade per week in the EGB System. Limited exceptions may be granted by the school principal.

It is the responsibility of DoDEA to ensure that every teacher is trained in the use of the current DoDEA EGB. Use of the DoDEA EGB System is mandatory for all DoDEA educators in grades 4 through 12.

A handwritten signature in black ink that reads "Shirley A. Miles".

Dr. Shirley A. Miles
Director