

Grade Review and Conversion Guidance for Non-CPS Schools & Families

If your student attends a non-CPS school, please use the guidance below to:

- Convert non-traditional grades into traditional letter grades, if needed; and
- Determine cumulative grades when grades are reported per grading period (e.g., quarter, trimester) but a final grade is not shown.

Documentation in the form of an official report card or transcript must be provided for any students with grades from non-CPS schools. If supporting documentation is not uploaded, the grades will not be accepted. The student will either continue through the selection process without points for grades (if eligible), or their application will be withdrawn if grades are required for eligibility. Please note that if guardian-entered grades are inaccurate and verified grades show a student is ineligible, OAE may withdraw their application for those programs.

Students applying to grades 5-8 will not be permitted to participate in testing for Selective Enrollment Elementary School (SEES) programs unless acceptable grade documentation has been provided and eligibility to test has been verified.

For specific information on what is considered acceptable documentation, please go to the [Documentation Requirements & Specifics section](#).

Applicability

Final/cumulative grades from the 2025-2026 school year are required for the following applicants:

- All **9th grade applicants** (exception: students applying only to OSD school assignment programs)
- Students applying for **5th-8th grade selective enrollment** programs.

For any GoCPS programs that consider GPA, **letter grades** are required. ***All non-letter grade transcripts will be reviewed and verified by a member of the Office of Access and Enrollment based on the grading guidance below.***

Non-Letter Grade Conversion Process

Our office will use the conversion charts below to verify GPA for students who submit transcripts with non-traditional grades. We will only utilize these charts to confirm the accuracy of marks entered by guardians or school administrators. Please note that the “Possible Corresponding Terms” section is not exhaustive.

If a guardian- or school-entered grade does not match the corresponding grade documentation (e.g., transcript, report card), OAE staff will update the grade to align with the grade calculation and conversion guidance in this document.

Grades will be verified on a rolling basis. Families will receive an email notification once their student’s grades have been verified by our office. This notification will not indicate whether any grades were changed, only that the verification process has been completed.

It is the family’s responsibility to:

- Ensure that the email address listed in their EnrollWise account is accurate and up to date;
- Monitor their inbox as well as their spam, junk, or filtered folders for communications from our office;
- Log in to their EnrollWise account after verification is complete and review the grades on file. If a family believes there is an error, they must contact our office no later than **Friday, January 15 at 5:00 PM**.
 - Please note that our goal is to provide consistency in converting grades for the application process. Students need to have received the highest level from the grading scale used by their school in order for the grade to be converted to an A. There are NO exceptions.

Grade Conversion Charts for Non-Letter Grades

3-Level Standards/Mastery-Based Scale

Level	Possible Corresponding Terms	Letter Grade
Level 3 (Highest)	Meeting Expectations Mastered Expectations Demonstrates Mastery Independently	A
Level 2	Progressing Working toward Mastery Demonstrates Mastery with Assistance	C
Level 1 (Lowest)	Not Evident Not Yet Repeated Assistance Needed	F

4-Level Standards/Mastery-Based Scale

Level	Possible Corresponding Terms	Letter Grade
Level 4 (Highest)	Exceeding Expectations Mastered Expectations Advanced Extending Independently meeting expectations	A
Level 3	Meeting Expectations Successful Proficient Meeting expectations with occasional support	B
Level 2	Developing Emerging Progressing Approaching Meeting expectations with frequent support	C
Level 1 (Lowest)	Below Not Yet Beginning Needs Support Meeting expectations only with support	D

5-Level Standards/Mastery-Based Scale

Level	Possible Corresponding Terms	Letter Grade
Level 5 (Highest)	Independently Mastering Standard	A
Level 4	Meeting Standard	B
Level 3	Meeting Standard with Support	C
Level 2	Working Towards Standard	D
Level 1 (Lowest)	Not Meeting Standard	F

Percentage Grades

Note: The conversion table below will be used **only** when a student's report card or transcript includes percentage grades without corresponding letter grades.

Percentage	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
<60	F

Narrative Grades

Our office is unable to convert narrative grades to letter grades. Schools must convert narrative evaluations to letter grades and submit that conversion along with the official report card, transcript, or progress report showing the narrative evaluations from each reporting period of the 2025-26 school year. If the conversion provided by the school seems to provide students with higher grades than the narrative, those grades will be adjusted accordingly.

Calculation of Final (Cumulative) Grades

When evaluating academic records, our office will always use cumulative grades to ensure consistency and fairness. To maintain a single, uniform standard across all applicants from the same school, cumulative grades will be determined based on the structure of the school's grade report. Depending on how the school reports academic progress, cumulative grades may be reflected as year-end marks, a separately calculated final grade, or the average of all individual grade reporting periods. The same determination will be applied consistently to every applicant from that institution.

Example 1:

A student does not have an overall grade for Math on their transcript/report card. Instead, they have been assessed on five different math standards during each trimester. Their school uses a 4-level standards-based grading scale. Students are not assessed on identical standards across all three trimesters, so to determine a cumulative grade, the marks must be averaged. The student's marks are shown below:

Standard	Trimester 1	Trimester 2	Trimester 3
Standard 1	2	3	3
Standard 2	3	3	4
Standard 3	3	4	3
Standard 4	4	4	4
Standard 5	3	3	3
Total	15	17	17

Overall Grade = $(15 + 17 + 17) / 15 = 3.267 = 3$ (rounded to the nearest whole number) = **B**

The total points per trimester are added and divided by 15, which represents the total number of available grades (5 standards $\times$ 3 trimesters = 15). On a 4-level grading scale, a score of 3 is equivalent to a letter grade of B.

Example 2:

A student receives letter grades for each subject per quarter, but no cumulative grade is provided on their transcript/report card.

Subject	Q1	Q2	Q3	Q4
Math	A	B	A	A
Reading	B	C	A	A
Science	A	D	B	B
Social Science	A	B	A	B

Letter grades are converted to GPA points on the following scale:

Letter Grade	Points
A	4
B	3
C	2
D	1
F	0

Final grades for each subject are calculated below. We convert each letter grade to its corresponding point value, add the grades for all grading periods of a subject together, and divide the sum by the total number of grading periods:

Math: $(4 + 3 + 4 + 4) / 4 = 15 / 4 = 3.75 = \mathbf{A}$

Reading: $(3 + 2 + 4 + 4) / 4 = 13 / 4 = 3.25 = \mathbf{B}$

Science: $(4 + 1 + 3 + 3) / 4 = 11 / 4 = 2.75 = \mathbf{B}$

Social Science: $(4 + 3 + 4 + 3) / 4 = 14 / 4 = 3.5 = \mathbf{A}$

All averages are rounded to the nearest whole number.

Grades from Homeschooling

If a student was homeschooled during the previous school year, the student's academic progress in each required subject area (Math, Reading, Science, and Social Science) must be reported by the student's guardian and/or instructor as letter grades. We request that families reporting grades from homeschooling complete the linked [grade template](#) and upload it directly in the 'Marks' section of the GoCPS application.

Foreign/International Transcripts

Transcripts from schools outside of the US should be sent to International Student Services (newcomers@cps.edu) for translation prior to being submitted to our office.

Documentation Requirements & Specifics

Documentation in the form of an **official report card or transcript** must be provided for any students with grades from non-CPS schools. **Please note that we cannot accept documents created specifically for the GoCPS application process.** The report card or transcript must be the same type of record that is shared with families or maintained on the school's official file, and it must include all courses for which grades are reported. Supplementary letters or single-page "transcripts" showing only four subject grades (Reading, Math, Science, Social Science) will not be considered.

Examples of acceptable documentation include:

- A report card that shows trimester or quarter grades in all subjects, along with grading scale if available.
- An official transcript generated by the school that reflects the same grading records used for student promotion or permanent records.

Examples of documentation that will not be accepted include:

- A letter or one-page document on the school's letterhead that lists only the four GoCPS subject grades.
- A custom document created by a school for the purpose of supporting this application.

How to Upload Grade Documentation

Please follow the steps below to enter grades and upload your student's official report card or transcript from the **2025-26 school year** in the guardian portal.

1. Click on 'Edit Profile' next to your student's name.

Example Student →[Edit Profile](#)

Student ID: 2624830 Applying For: 9th Grade

2. Click on the "Age & Enrollment Status" tab near the top of the page.

Basic Information Address **Age & Enrollment Status**

3. Scroll down to the “Educational Record” section and select letter grades from the drop-down menu. As a reminder, the grades you enter are **not considered final** until they have been reviewed and verified by OAE staff. Any grades that do not match the supporting documentation or our conversion guidance will be updated during the verification process.

The screenshot shows a form with four grade selection dropdowns: Math (C), Reading (B), Science (C), and Social Studies (C). Below these is an 'Upload a Transcript' section with a light blue 'Upload Document' button. Text below the button states: 'Accepted File Types: JPG, JPEG, PNG, PDF, HEIC' and 'Max file size: 15 MB.' To the right of the 'Social Studies' dropdown, a list of letter grades (A, B, C, D) is visible, with 'C' selected and marked with a blue checkmark.

4. Final report cards or transcripts can be uploaded directly below these letter grades in the section with the heading “Upload a Transcript”. Supplementary letters changing a student’s grades will not be considered.

This screenshot shows a close-up of the 'Upload a Transcript' section. It features a light blue rounded rectangle containing the text 'Upload Document' and a small icon of a document with an upward arrow. Below this rectangle, the text reads: 'Accepted File Types: JPG, JPEG, PNG, PDF, HEIC' and 'Max file size: 15 MB.'

If you have technical issues uploading your documentation, please ensure that the file type is supported and that the file size is less than 15 MB. If you are still unable to upload your documentation, please email it to gocps@cps.edu.

5. Scroll down to the bottom of the page, check the box underneath the Affirmation Statement, and click the blue “Save” button.

Affirmation Statement

Please affirm the following:

- I affirm that the address provided on this form is my child's primary address and understand that it may be used for assigning tiers, and/or determining attendance, overlay, and proximity boundaries in the selection process.
- I understand that I will have to provide proof of residency for this address at the time of enrollment and that the validity of my child's application is dependent on that proof.
- I understand that it is my responsibility to make sure my address is updated with my child's current school if already enrolled in CPS.
- I affirm that the grade level that I have applied to adheres to the grade level that my child should be in according to CPS policy.

☒ By checking this box, I acknowledge the above statements as true. *

Save

6. If your changes have successfully been saved, the notification below will appear on your screen.



Success

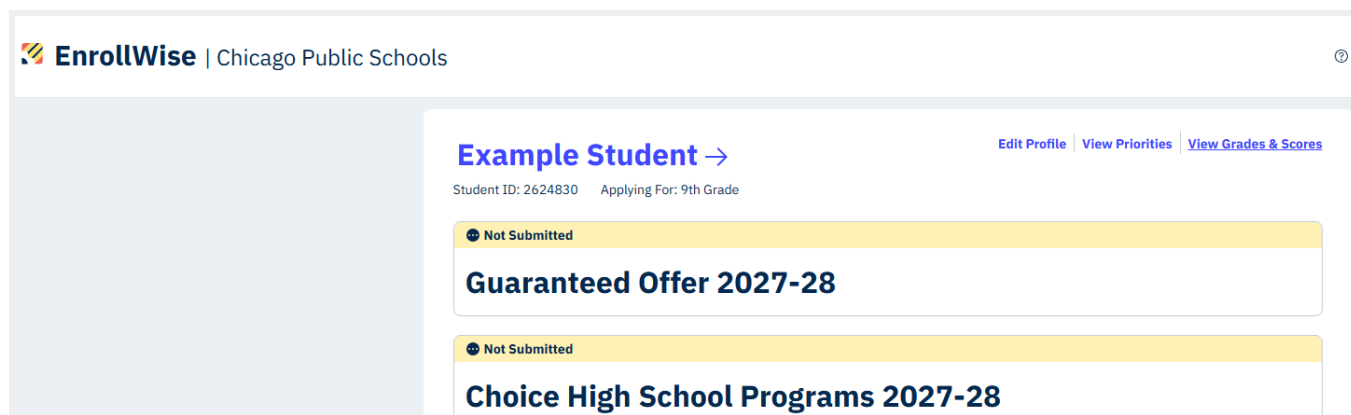


Your changes are saved. [Go to Dashboard.](#)

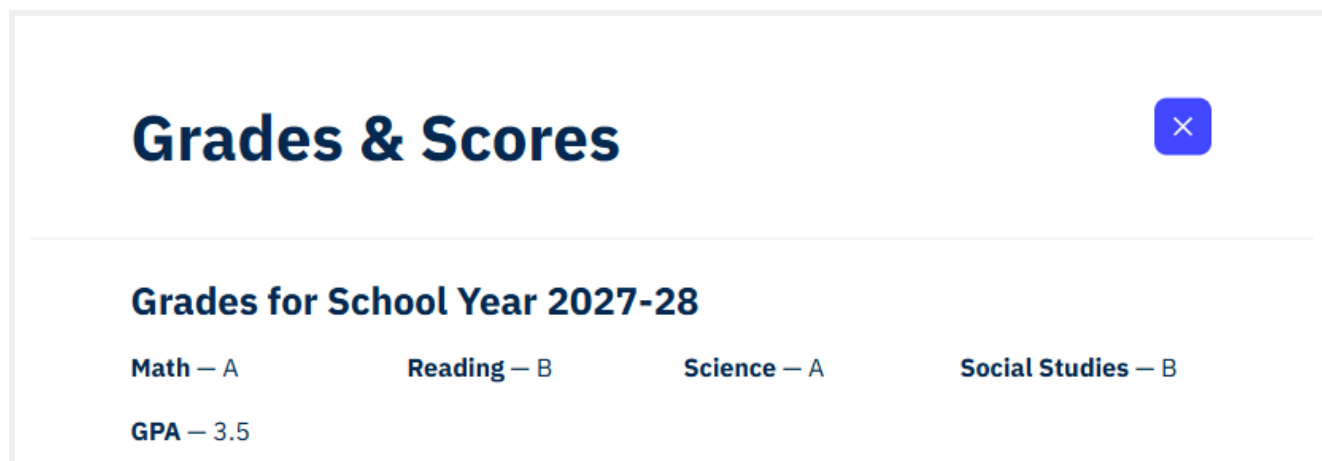
How to Review Verified Grades

Please ensure that you check your student's grades **after** you have been notified that verification is complete.

To review your student's verified grades, navigate to the main Guardian Dashboard and locate your student's profile. Next to their name, click on the blue link that says "**View Grades & Scores**".



Clicking on this link will open a pop-up window that displays the grades and GPA that will be used for your student in the 2027-28 application process.



Transcripts/grade reports will not be accepted after **Friday, December 18 at 5:00 PM**. After that date, manually-entered grades without any supporting documentation will be zeroed out, and students will not receive any points for grades in initial selections. Students who are applying to Selective Enrollment Elementary School (SEES) programs will have their application canceled if no documentation is received by 12/18.

If you believe any of your student's grades are incorrect after verification is complete, please email gocps@cps.edu or call (773) 553-2060 no later than **Friday, January 15 at 5:00 PM**.