Oak Grove Study Abroad Grades and Attendance Record

Name of Student: _____

Name of School Attended: _____

School Address: _____

School Telephone: _____ School Fax: _____

Student's Attendance Record:

1. Dates attended: From _____ to _____ (mm/dd/yyyy)
2. Number of Days Required to Attend per year: _____ days
3. Number of Days Absent: Excused: _____ days Unexcused: _____ days

Grades: Please list the number of minutes in each period : (example: English/5 Hr./1 Hr. = 45 minutes)

Year Attended and Corresponding Grade (9-12)						
( )						
Course of Study in English & Native Language	1st Sem.			2nd Sem.		
	Hr.	Min.	Score %	Hr.	Min.	Score %

Percent %	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	*F

*Hr. = Number of Class Periods per Week *Min. = Number of minutes in each period of class.

* Please indicate using (*) if the student did NOT pass the course.

*This form may be reproduced to accommodate multiple years of course studies.

*Oak Grove has adopted the above grading scale for the International Department.

Signature (Native Language): _____ Date: _____ (mm/dd/yyyy)

Name in Roman Letters: _____ Official School Seal:

Title: _____