



Step 1

- Convert letter grades your student earned in a given academic year to numbers:
 - A = 4
 - B = 3
 - C = 2
 - D = 1

Add the numbers from step 1 to determine the total number of points your child earned for the school year.

Step 2

Step 3

Divide the total number of points earned by the total number of credits earned for the same academic year.

Things to Remember:

- For + / - grades (e.g., B+, A-, etc), add or subtract .3 points. (e.g., A = 3.7 points).
- For Honors or Advanced Placement (AP) classes, simply add one point to each grade (e.g., A = 5, B = 4, etc).
- For a half-credit class, only award half the points of the letter grade (e.g., A = 2 points for half-credit class).

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