



San Elizario ISD
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MEMORANDUM

To: Members of the Board of Trustees
From: Sandra Sanchez, CTE Administrator
Subject: Grade Conversion Scale K-12
Date: October 14, 2026

HISTORY: San Elizario ISD does not have a policy that provides the transfer of credit of letter grades to numerical grades. San Elizario ISD is responsible for converting and transcribing final grades that are transferred from other public and accredited private schools. It is recommended that a policy be created for Grade Conversion Scale K-12 Grades that are transferred from other public and accredited private schools shall be counted for class honors, subject to residency requirements for valedictorian and salutatorian.

RATIONALE: Approval of a standardized grade conversion scales is necessary to ensure the consistent and equitable transcription of K-12 grades to San Elizario ISD transcripts. A Board-approved conversion scales will provide a uniform method for calculating GPA, class rank, graduation requirements, and academic honors while ensuring consistency and maintaining compliance. Grading Scales would be effective immediately.

BUDGET IMPACT: There is no budget impact for this item

ADMINISTRATIVE RECOMMENDATION: Administration recommends the approval of the proposed standardized grade conversion scales for use in transcribing K-12 grades to San Elizario ISD transcripts to ensure consistent and equitable transcription of grades for San Elizario ISD students as presented effective immediately.

For Approval ☒ Yes ☐ No

If not, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

A Proud Community of Champions – Soaring to Excellence!