



Academic Achievement

CLASS RANKING HANDBOOK

APPROVED: February 13, 2024

ACADEMIC ACHIEVEMENT HANDBOOK

Policy Cross Reference Sheet

This handbook is an administrative procedure of the District and subject to policies adopted by the Board of Trustees. In case of conflict between administrative procedures and Board policy, policy shall prevail.

Date of Superintendent Approval:  02.28.24

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INTRODUCTION

Philosophy

The Board values the development of all students' social and emotional learning and well-being. In addition, the Board values supporting the attainment of all seven Profile of a Graduate attributes. The Board also desires to honor and recognize graduates who have attained high academic excellence.

DEFINITIONS

The **Class of 2024 and beyond** are represented by any student entering the 9th grade in the 2020-2021 school year and after.

The **Class of 2028 and beyond** are represented by students entering 9th grade in the 2024-2025 school year and after.

A **campus of residence** is the school within the attendance boundary zone in which the student lives during the school week.

A **campus of attendance** is the school in which the student attends class during the school day in person or virtually.

Grade Point Average (GPA) is calculated by multiplying each semester grade achieved, excluding GPA-exempt courses, by the number of credits the course was worth, calculating the sum of these values with any additional weights and dividing by the total number of credits that were attempted.

A student's **class rank** is a measure of how a student's GPA compares to that of other students in the same graduating class.

GPA-exempt courses shall not be included when calculating a student's GPA or class rank. GPA-exempt courses are specified third- and fourth-year elective courses that encourage special skills and interests. *GPA-exempt courses defined by Fort Bend ISD are in the current District course guide.*

A **one-time option** is a discretionary transfer for students that have attended a high school for at least two consecutive years or for a student's last year of elementary, middle, or high school.

Inter-District Transfers are defined as students that transfer from another district to Fort Bend ISD if this is permitted in policy and or by agreements with other districts.

Intra-District Transfers are defined as students that transfer from a Fort Bend ISD campus of residence to another Fort Bend ISD campus. This includes employee and special circumstances transfers.

A **Program of Choice** is defined as a program with specialized offerings for which students must apply and be accepted. This includes but is not limited to academy programs, Early College High School, etc.

A **semester** for honor graduate purposes (Valedictorian & Salutatorian) is considered only if it is a traditional semester. Traditional semesters only occur in the Fall or Spring of the school year. Summer is not considered a traditional semester.

CLASS RANK SYSTEM

The District records a weighted 100-point scale, weighted 4.0 scale, and the unweighted 4.0 *GPA* on student transcripts. All courses recorded on the academic achievement record (high school transcript), with the exception of courses taken on a *GPA-exempt* basis, shall count toward *GPA* and class rank using the grades received. These courses shall be weighted by category when calculating *GPA*. Any courses taken in fulfillment of an endorsement are not excluded from *GPA*.

Local graduate honors, such as Summa Cum Laude, Magna Cum Laude, and Cum Laude, do not supersede class rank for the purposes of the Top 10% state law.

CLASS RANK CALCULATION

Graduating Class of 2024, 2025, 2026, 2027, and Beyond

Starting with the *Class of 2024*, class rank shall be calculated for all students in 10th, 11th, and 12th grade. Rank and quartile will not be placed on a student's transcript; therefore, students will receive their rank and quartile separately from their transcript. Rank and Quartile will be available as follows:

Sophomores will receive rank in January of their sophomore year.

Juniors will receive their rank in September, January, and June of their junior year.

Seniors will receive their rank in September, January, and June of their senior year. For commencement purposes only, Rank occurs in April of the Senior year.

Fort Bend ISD shall provide the TEA "NOTIFICATION FOR ELIGIBILITY FOR AUTOMATIC COLLEGE ADMISSION" to students in the top 10% as directed by the Texas Education Agency. Students will receive notification of automatic admissions and their class rank as determined the day rank is calculated. These TEA notifications will be shared with Juniors beginning in January of their junior year, and then for seniors in September and January of their senior year.

TOP TEN PERCENT RULE

Juniors and seniors with a class rank in the top ten percent will be notified of their qualification for automatic admissions as required by law no later than the 14th school day following the end of the 1st semester.

Transfer Grades

When a student transfers with grades for properly documented and eligible courses, the District shall assign a weight to those grades based on the categories and grade weight system used by the District. [See the Grading and Reporting Handbook.](#)

Early Graduation

Early graduates shall be ranked with the class with which they graduate. Calculations for *GPA* and class rank for three-year graduates shall be based upon the grade point scale and procedures for determining rank for the senior class with which they graduate. Students in the graduating classes of 2024, 2025, 2026, and 2027 participating in a *Program of Choice* shall be held to the same class ranking standards of being ranked with their zoned campus regardless of early graduation year.

Graduation Speakers

Graduation speakers shall be based on neutral criteria designed to select the students who best exhibit the attributes of the Profile of a Graduate. Please see Policy FMH (LOCAL) for more information.

STUDENTS PARTICIPATING IN A *PROGRAM OF CHOICE* IN THE GRADUATING CLASSES OF 2024, 2025, 2026, AND 2027.

A *Program of Choice* is defined as a program with specialized offerings for which students must apply and be accepted. If a student attends a campus other than their campus of residence, the campus the student attends may be designated as the campus of accountability if the student meets all criteria set by TEA annually for inclusion in the accountability subset of students at each campus.

Specifically, students in a *Program of Choice* shall be ranked with the students at the high school within the attendance boundary in which they reside. Accountability will be with the campus the student attends per TEA guidelines, or the student may not count in accountability ratings depending on the dates of enrollment.

Middle School Gifted and Talented Academy

Program of Choice reporting would begin with students entering 6th grade at the Gifted and Talented (GT) Academy during the 2020-21 school year and beyond. All GT Academy students' state assessment data reporting will be to the *campus the student attends*. (Policy ED [LOCAL])

Residence Circumstances

For accountability purposes, the subset of students at each campus who counts toward accountability ratings includes only those students who are enrolled at the campus on the fall PEIMS snapshot date and also enrolled at that same campus on the date of state testing for that accountability year (2023 *Accountability Manual*, page 7). If the student were to move residences during the school year resulting in withdrawal from one campus and enrollment in a new campus prior to the fall snapshot date, campus accountability would potentially move to the new campus of enrollment pending their enrollment status in the spring semester on state testing dates.

Class rank would report to the new campus of residence.

- **District & Campus Accountability Perspective:** Only those students who count in the official accountability subset for a campus, enrolled on fall snapshot and on STAAR test date, will be included in the data set used to determine campus and district accountability ratings. If the student were to change their campus of enrollment during the school year and after the snapshot date, the student would not be included in accountability ratings for the district nor for the new campus of enrollment; however, class rank would move to the new campus of residence. **Student or Parent Perspective:** If the student were to move residences during the school year and after the fall snapshot date, the class rank would report to the new campus of residence and their attendance, grades, and assessment data would be maintained by the campus they attend.

A student must reside within the same attendance boundary for their final four semesters of high school to qualify as valedictorian or salutatorian. To be eligible for top honors, valedictorian or salutatorian, a student must meet the additional eligibility requirements including completion of high school in no fewer than eight semesters, and continuous enrollment in the same high school in the District for the four semesters immediately preceding graduation.

Student Organizations/Clubs and UIL Participation

Each student club, organization, or UIL activity has different criteria for participation. For UIL athletics and fine arts, enrollment in the on-campus course is required. For students to participate in UIL activities, student organizations, and student clubs, students must be enrolled in courses made available. Students enrolled in a *Program of Choice* shall participate in UIL activities, student organizations, and clubs at the *Program of Choice* campus. (See FM [LOCAL]).

UIL participation includes academic, athletic, and fine arts participation and competition. Students enrolled in a *Program of Choice* shall take part in UIL participation and competition at the *Program of Choice* campus since this is the daily *campus of attendance*. Students enrolled in a *Program of Choice* different from their campus of residence will be ineligible from UIL varsity athletics for one calendar year.

Graduation & Transcripts

Students in a *Program of Choice* or on an *Intra-District Transfer* shall have a transcript that reflects or denotes the *campus of residence*. The transcript shall also reflect the *program of choice* enrollment. The student shall participate in commencement at the *Program of Choice* campus ceremony. Students in a *Program of Choice* shall receive a diploma from the campus of attendance that will also indicate the *program of choice* in which the student participated. (See Exhibit C)

Example: to see a sample transcript, please see Exhibit B

Student lives in Clements High School zone.

- Attends academy at Hightower – Medical Science
- Transcript will be created by Hightower.

- Academy will be noted on the transcript.
- Student will be ranked at Clements.
 - Students will receive a letter from the attending campus if they are ranked in the top 10% of their graduating class. (See Exhibit B)

STUDENTS WHO ENTER A PROGRAM OF CHOICE IN THE FALL OF 2024-2025 SCHOOL YEAR AND BEYOND (Class of 2028 and Beyond)

Students attending one of the programs of choice in the district or are at a campus as an intra-district transfer shall be ranked with the students at the high school they are attending. See FAQs and policy EIC (Local).

STUDENTS WHO ARE HOMELESS OR ON A TRANSFER

Students in the classes of 2024, 2025, 2026, and 2027 granted a *one-time option* intra-district transfer would have their *class rank* reported to their *campus of residence*. Students on an *intra-district transfer* will have their accountability reported to their campus of attendance and they will be ranked with their *campus of residence*. Students on an *inter-district transfer* will have all student data reported to the *campus of attendance*.

Students participating in a *Program of Choice* who become homeless during high school shall have their accountability, *class rank*, and state assessments stay with the *campus of attendance* at the time of homeless designation. Students who are no longer designated under McKinney Vento homeless status return to the aforementioned *Program of Choice* rank structure.

STUDENTS WHO ARE REDIRECTED TO A SPECIFIC CAMPUS DUE TO CAP AND OVERFLOW FROM AN OVER-UTILIZED CAMPUS

Students impacted by Cap and Overflow, from their currently zoned High School, are not considered as students enrolling in a *Program of Choice* or on an intra-district transfer. These students will be ranked with students at the Cap and Overflow school if they attend the school as juniors and seniors. Once boundary lines are drawn, students will be ranked with the students with whom they will eventually graduate.

GRADE WEIGHTING BEGINNING WITH STUDENTS WHO ENTERED GRADE 9 IN THE 2019-20 SCHOOL YEAR

Any student entering 9th grade in 2019-20 shall have all courses weighted as follows:

Grade range	AP, Beyond AP, Dual Credit, IB, and Dual Enrollment	AAC/Pre-AP, Pre-IB, and Honors	On-level course (not weighted)
90–100+	5	4.5	4
80–89	4	3.5	3
70–79	3	2.5	2
Below 70	0	0	0

Beginning with the school year 2021-22, Pre-AP will be known as Advanced Academic Course (AAC). When a college or scholarship application requires the 100-point scale, the cumulative GPA shall be converted to a 4-point scale. The following is the conversion used for the weighted 4-point scale:

Category	Weight
AP Level, Beyond AP, Dual Credit, IB, and Dual Enrollment	+10 points to the semester
AAC/Pre-AP level, Pre-IB, Honors	+5 points to the semester
Regular/On-level courses	Not weighted

HONOR GRADUATES BEGINNING WITH STUDENTS WHO ENTERED GRADE 9 IN THE 2015-16 SCHOOL YEAR

Any student considered to be an honor graduate shall meet all graduation requirements and shall complete either the distinguished level of achievement under the foundation program or the foundation program with at least one endorsement.

For commencement ceremony purposes only, cumulative *GPA* is used in designating honor graduates and shall be calculated at the end of the third nine-week grading period of the senior year. The eligible student with the highest-*class rank* shall be named valedictorian; the eligible student with the second-highest rank in class shall be named salutatorian. In the instance of a Weighted *GPA* tie after calculation to four decimal places, the District shall recognize all students involved in the tie as sharing the honor and title of honor graduates. The highest-ranking student reported to TEA is determined based on the June final rank calculation following graduation.

Honor	Criterion
Valedictorian	Highest Cumulative <i>GPA</i>
Salutatorian	Second-Highest Cumulative <i>GPA</i>
Summa Cum Laude	Cumulative <i>GPA</i> = 97 or higher
Magna Cum Laude	Cumulative <i>GPA</i> = 96-93
Cum Laude	Cumulative <i>GPA</i> = 92-90

Students entering a *Program of Choice in the fall of the 2024-25 school year* or on an intra-district transfer are eligible to be named valedictorian or salutatorian if the following are true:

- The student did not withdraw from a campus where the student attended on a transfer and enrolled at the student's campus of primary residence within the four consecutive semesters immediately preceding graduation.
- The student did not transfer from the campus of primary residence to another campus within the four consecutive semesters immediately preceding graduation.
- The student met additional requirements for valedictorian and salutatorian by completing no fewer than eight semesters. The student must also be continuously enrolled in the same Fort Bend ISD high school for the four semesters immediately preceding graduation.

EXHIBIT A: SAMPLE TEXAS EDUCATION AGENCY NOTIFICATION LETTER TO TOP 10% STUDENTS

posted December 2022

NOTIFICATION OF ELIGIBILITY FOR AUTOMATIC COLLEGE ADMISSION

FOR STUDENTS ELIGIBLE TO ENTER COLLEGE IN 2024

This notice confirms that, pending the satisfaction of all applicable requirements (see below),
_____ will be eligible for automatic college admission.

A student is eligible for automatic admission to a college or university as an undergraduate student if the applicant earned a grade point average in the **top 10 percent** of the student's high school graduating class (Texas Education Code, §51.803). If an eligible student is applying as an undergraduate to the University of Texas at Austin in the summer/fall 2024 or spring 2025, the applicant must earn a grade point average in the **top 6 percent** of the student's high school graduating class. The applicant in either case must also:

- (1) earn the distinguished level of achievement under the Foundation High School Program; or
- (2) satisfy ACT's College Readiness Benchmarks on the ACT assessment or earn on the SAT assessment a score of at least 1,500 out of 2,400 or the equivalent.

In accordance with Title 19 Texas Administrative Code (TAC), §5.5(e), high school rank for students seeking automatic admission to a general academic teaching institution on the basis of class rank is determined and reported as follows.

- (1) Class rank shall be based on the end of the 11th grade, middle of the 12th grade, or at high school graduation, whichever is most recent at the application deadline.
- (2) The top 10 percent of a high school class shall not contain more than 10 percent of the total class size.
- (3) The student's rank shall be reported by the applicant's high school or school district as a specific number out of a specific number total class size.
- (4) Class rank shall be determined by the school or school district from which the student graduated or is expected to graduate.

An applicant who does not satisfy the course requirements is considered to have satisfied those requirements if the student completed the distinguished level of achievement under the Foundation High School Program that was available to the student but was unable to complete the remainder of the coursework solely because courses were unavailable to the student at the

RANK/QUARTILE NOTIFICATION

Dear Fort Bend Independent School District (FBISD) Student,

To aid in your after high school planning, FBISD policy EIC Local provides that you receive certain class ranking information. This official notification of your class ranking information may be provided to colleges of your choice or submitted with scholarship applications.

The information below is your quartile and class rank as a specific numerical rank out of the specific total class size as determined on the day rank is calculated. Additionally, FBISD's ranking policy EIC Local, indicates that rank and quartile will be provided to a student separate from the transcript and will not be included on the transcript by FBISD as articulated in the rank policy EIC Local.

For the classes of 2024, 2025, 2026, and 2027 students in a Program of Choice or on an intradistrict transfer, are ranked with the students at the high school within the attendance boundary in which they reside.

For the Class of 2028 and beyond, students in a Program of Choice or on an intradistrict transfer, are ranked with the students at the high school where they receive instruction.

FBISD is providing this official notification of this student's class rank and quartile that will allow students the ability to provide this information to the colleges of their choice and the opportunity to submit this information with scholarship applications.

We wish you the best in your future pursuits.

STUDENT RANK INFORMATION

Ranking & Total Students: 2 of 10

Quartile: 1

Calculated on: 09/21/2023

Thank you,



Registrar

Sample Rank Letter for All Program of Choice and Intradistrict Transfers in the Class of 2024, 2025, 2026, and 2027

STATEMENT OF RANK AND GRADE POINT AVERAGE

Dear Parent or Guardian and Student:

To aid in your after high school planning, FBISD policy EIC Local provides that you receive certain class ranking information. This official notification of your class ranking information may be provided to colleges of your choice or submitted with scholarship applications.

The information below is your class rank as a specific numerical rank out of the specific total class size as determined on the day rank is calculated. Class rank is based off of a weighted 100-point GPA. Additionally, FBISD's ranking policy EIC Local, indicates that rank will be provided to a student separate from the transcript and will not be included on the transcript by FBISD as articulated in the rank policy EIC Local.

For the classes of 2024, 2025, 2026, and 2027 students in a Program of Choice or on an intra-district transfer, are ranked with the students at the high school within the attendance boundary in which they reside.

Student: Jane Doe

Student Attending: Dulles High School

Ranked Campus: Clements High School

Rank in Class: This certifies that Jane Doe is ranked 100 out of 500 in the Class of 2024 at Clements High School

Grade Point Average: This is to certify that Jane Does' cumulative grade point average is 85.964 on a weighted 100-point scale.

We wish you the best in your future pursuits.

Susie Smith

Lead Counselor
Dulles High School
Susie.Smith@fortbendis.com
281-555-5555
10/23/23

EXHIBIT B: SAMPLE DIPLOMA

John Foster Dulles High School

Fort Bend Independent School District





has satisfactorily completed the Course of Study recommended by the State of Texas and prescribed by the Board of Trustees, and is hereby awarded this

Diploma

May 29, 2020

communications will create a seal for each academy


President

Secretary




Superintendent

Principal

EXHIBIT C: SAMPLE TRANSCRIPT

Fort Bend ISD is a ranking district; however, rank will not be supplied on the transcript. Only GPA will be included on the transcript.

Student Name and Address
Parent/Guardian: |

FBISD Student ID:
Gender:
Date of Birth:

Program of Choice:

State of Texas Achievement Record
Fort Bend ISD

WILLIAM B TRAVIS H S
11111 HARLEM RD
RICHMOND TX 77406

School Phone: (281) 634-7000

District #: 079907 College Board:

Grade Level: Grad. Year: Grad. Date: Ethnicity/
Federal Race:
Graduation Program: FOUNDATION HIGH SCHOOL PROGRAM
Distinguished Level of Achievement (Pursued)

GPA Type GPA
100 PT Weighted: 101.4915
4.0 Unweighted: 3.9661
4.0 Weighted: 4.4915

FHSP Speech Req Date Met:
CPR Instruction Date Met: 02/20/2019

FAFSA Date Met:
Peace Officer Interaction Date Met: 04/16/2021

Academic Record

Year	Service ID	Course: Type	S1	S2	AVG	Credits
LANGUAGE ARTS						
2021	03220100	ENG 1:Q	96	100	98	1.000
2022	03220200	ENG 2:Q	99	98	99	1.000
2023	A3220100	APENGLAN:P	94	94	94	1.000
MATHEMATICS						
2019	03100500	ALG 1:JQ	93	92	93	1.000
2020	03100700	GEOM:JQ	96	95	96	1.000
2021	03100600	ALG 2:Q	100	98	99	1.000
2022	03101100	PRE CALC:Q	96	98	97	1.000
2023	A3100102	APCALCBC:P	90	87	89	1.000
SCIENCE						
2021	03010200	BIO:Q	100	100	100	1.000
2022	03040000	CHEM:Q	97	98	98	1.000
2022	A3050003	APPHYS1:P	90	88	89	1.000
2023	A3010200	AP-BIO:P	96			0.500
2023	A3010200	AP-BIO:P		94		0.500
2023	A3020000	AP-ENVIR:PC	96	95		1.000
SOCIAL STUDIES						
2021	03320100	W GEO:Q	99	100	100	1.000
2022	A3370100	APWHIST:P	94	94	94	1.000
2023	A3340100	APUSHIST:P	95	97	96	1.000
2023	A3360200	APHUMGEOE:P		96		0.500
2023	03330100	GOVT:DR		96		0.500
2023	A3350100	APPSYCH:P	94			0.500
2023	03370100	SOC:DR	96			0.500
ECON/FREE ENT						
2023	03310300	ECO-FE:DR		96		0.500
HEALTH						
2020	03810100	HLTH ED:ZR		97		0.500
P.E./EQUIVALENT						
2021	PES00052	PEFOUND:ZR		99		0.500
2021	PES00053	PEAOA:C		100		0.500
OTHER LANGUAGE						
2021	03420100	GERMAN 1	97	97	97	1.000
2022	03420200	GERMAN 2	95	94	95	1.000
2023	03420300	GERMAN 3:Q	94	93	94	1.000
FINE ARTS						
2021	03250100	TH1	100	100	100	1.000
CAREER/TECH ED						
2020	13004220	PRINCON:J	98	94	97	1.000
2021	13011200	PRINBMF	98	100	99	1.000
2022	13011400	BUSIM1	98	99	99	1.000
2023	13034200	ADVERTIS		99		0.500
2023	13034600	SPORTSEM	100			0.500
OTHER ELECTIVES						
2020	03241100	PUBSPKG3:C	97			0.500
2023	N1290050	CLGTRN:D	96			1.000

State Credits: 29.50 Local Credits: .00 Total Credits: 29.50

Course Type Codes:
A: Articulated Tech Prep
C: Correspondence
D: College Dual Credit
E: CBE with No Prior Instruction
H: Honors
I: IB Course
J: HS Course Compl. Prior to Gr. 9
L: Local Credit

P: AP Course
Q: Pre AP Course
R: Summer School/Night School
T: CBE with Prior Instruction
Z: Distance Learning
3: Completed outside of TX public school system
7: TEKS Course for FHSP/PE Requirement
8: LOTE substitution

Grade Codes:
P = Pass (70 and above) F = Fail
A = 100-90, B = 89-80, C = 79-70, D = 69-60
* Credit denied due to absences
(dot) Course averaged

COVID SY2020 AVG = S1 x 67% + S2 x 33%
S1 = (T1 x 42.5%) + (T2 x 42.5%) + (SE x 15%)
S2 = T3
#Did Not Meet T4 = Credit Denied S2

Page 1 of 2

Print Date: 10/05/2023

*Transcript is unofficial unless embossed and signed by the Registrar.