**How to Permanently Store Grades**

At the end of each grading term, use the Permanently Store Grades function to copy and store students' current grades from teacher gradebooks as historical grades.  Before permanently storing grades, verify that grade scales, final grade setup, and the current grade display have been set up.

**How to Permanently Store Grades**

It is recommended that you verify that all grades are correct before permanently storing grades. The Student Schedule Listing report and the Class Rosters (PDF) report can be used to verify that grades are correct.

1. Log into the appropriate school.

2. On the start page, choose System from the main menu.

3. Click Permanently Store Grades.

4. The Permanently Store Grades page is comprised of the following sections:

* Which Grades
* Exclude/Include Class Enrollments
* Additional Filter Options
* Classes by Term Length
* Options for Classes Enrolled at Other Schools
* Options for Withholding Credit
* Advanced Potential and Earned Credit Options
* Variable Credit Storing Preferences
* Repeated Course Grade Suppression

For detailed information on each section see the [Grading User Guide for PowerSchool 7.x](https://support.powerschool.com/downloads/63472).and the Additional Resources section below.

5. Enter your data in each appropriate field for the Grading Term and Grade you have selected in the Which Grades section.

6. Submit the page and verify that the process completed without error.

7. Repeat for any additional grading terms as the process can only be run for one grading term at a time.

**Note:** If you notice that you entered incorrect data after storing grades, repeat this procedure for the same store code and final grade code. PowerSchool overwrites the existing grades with the new ones.

**Errors**

If errors are encountered during the Storing Grades process, follow these steps to find and correct issues with invalid School & Course Enrollment records:

1. Correct overlapping enrollments for every student. Navigate to **Start Page > System Administrator > Special Operations**, and run **Select Students with Overlapping CC Enrollments** to obtain a list of students with overlapping enrollments.
2. Correct CC records where the **DateLeft** precedes the **DateEnrolled** for dropped classes.  For example, search the CC(4) table for TermID<=-2100 and modify the DateLeft for records where it precedes the DateEnrolled.
3. Run the **School Enrollment Audit** report found in **Start Page > Reports > Reports (System)**. Correct any errors found. For more information, refer to article [59086](https://support.powerschool.com/article/59086).
4. Run the **Section Enrollment Audit** report found in **Start Page > Reports > Reports (System)**. Correct any errors found. For more information, refer to article [405](https://support.powerschool.com/dir/405).
5. Run **Data Validation** reports and correct any errors found. For more information, refer to article [54710](https://support.powerschool.com/article/54710).
6. Resynchronize PowerTeacher.
7. Try Permanently Storing Grades again in **Start Page > System Administrator > Permanently Store Grades**.

If you still encounter errors after following these steps, please contact Technical Support for further assistance.

**Note**: The Permanently Store Grades process will create blank historical grades records in the StoredGrades table for PGFinalGrades records that don't exist.  As a result, students will have associated blank grades with zero percent.

**Example**: If a student does not have a S1 Final Grade in the GradeBook, when storing grades in PowerSchool for S1, it will store a blank in the S1 container for the student.