How to Set NG for Students Grade for Attendance

Go to the School

Under Setup: School

-Grading

-Final Grade Set Up

-Option

-At or Above this Level of Attendance Points: (Ask high School for Number (currently using 18))

Number is based on Attendance points, call if you need help with number.

-Change A Student’ Grade to: NG

Set Per Semester (Set under year at top and Semester on bottom row)