

## How to enter a **REASON CODE** for EOC (NOT for EOG)

1. Select your student in PowerSchool and click Test Results on the left side of your screen.

**Academics**

- Attendance
- Cumulative Info
- Counselor Dashboard
- Historical Grades
- Honor Roll
- Standards
- Teacher Comments
- Term Grades
- Test Results

2. Click the Tab that says PowerSchool Test Scores
3. Click the dropdown, choose your test, and click submit.

Enter New Test: 10th Grade Math

Test

- Masonry II
- Masonry III
- Math I End of Course
- MF11 Entrepreneurship I

Score Name

4. EOC date must be June 1, 20XX (Year they got credit at former non-NC School)

Test	Math I End of Course
Date	6/1/2016 <input type="button" value="Calendar"/>
Term	2015-1016
Grade Level	9
Test School Name	<input type="text"/>
Test School Number	<input type="text"/>
Exemption Code	S Transfer/course credit -no EOC given

Important, follow exactly:

- Choose date (6/1/20XX)
- Matching term
- Correct grade - grade they were in when they took the course (last year, for example)
- **Scroll down to choose code...**
- Click Submit

5. Suggestion: Manually type **CODE** in each **box**.

Score Name/Type	Score
MathI_EOC_Achievement_Level	<input type="text"/>
MathI_EOC_Percentile	<input type="text"/>
MathI_EOC_Scale	<input type="text"/>

6. Click Submit