



## SEATS Dashboard Final Grade Entry Guidance Document

**Purpose:** The purpose of this guidance document is to establish the timeline for uploading final grades to the SEATS Dashboard.

### Final Grade Entry

Final grades must be uploaded to the Grade Progress Template in SEATS, located under the *Student Progress* button, by the earlier of the following:

- 30 days of each course completion, or
- June 30

The final grade uploaded in SEATS must match the final grade on the student's official transcript.

### Senior Final Grade Entry

Due to graduation audits and diploma processing, final grades for seniors must be uploaded to the Grade Progress Template within:

- 30 days of each course completion, or
- The *TranscriptDue* date in SEATS or an alternative date as agreed upon with the Primary School

*Effective Date:* July 1, 2026