

Pentathlon Unweighted GPA WORKSHEET INSTRUCTIONS

Do a "Save As" for your worksheet each time you start a new student so you can have a separate file for everyone.

Name the file so it clearly indicates your student's LAST NAME_FIRST NAME_**GPA** (ex: GATSBY_JAY_GPA).

YELLOW BIOGRAPHICAL INFO FIELDS AT THE TOP:

Type in SCHOOL's name.

Pick the student's current GRADE from the dropdown list.

Type in student FIRST NAME.

Type in student LAST NAME.

The formula uses the USAD accepted cutoff GPAs to identify the lowest division in which the student may compete. Students can always compete in a higher division, but may NOT compete in a lower division. The division indicated by YES is the lowest division in which this student may compete in Academic Pentathlon.

Do not worry about the "Does your school [do]... +/- differently" question. Pentathlon currently uses "NO" by default to disregard +/- grades per USAP policy.

YELLOW TRANSCRIPT INFO FIELDS:

- Enter the grading period and year information in the SCHOOL YEAR column. (i.e. Trimester 3 2024-25, Fall 2025, Summer 2025, etc.)
- Enter all acceptable courses (for Academic Pentathlon GPA) grouped by the appropriate grading period listed in the School Year column.
- Pick the GRADE LEVEL for the course from the dropdown list.
- Enter each COURSE name.

- Pick the letter grade (or equivalent letter grade) received for each course listed from the dropdown list.
- Enter the number of credit hours received for each class listed. Use the following as a guide unless your school's curriculum defines the specific credit hours earned by a course:
 - 1 credit hours would be a full year grade.
 - .5 credit hours would be a half year grade.
 - $\frac{1}{3}$ credit hours would be a trimester grade. Enter the fraction $\frac{1}{3}$, NOT a decimal!
 - .25 credit hours would be a quarter year grade.