

## How to review an IFS Gradesheet

1. Students must bring in a copy (not the actual GS) for our review at the end of the 200 phase, if not sooner, and at the end of 303 or 304. Students will also bring in the GS at the end of 305 in order to be cleared for their 490 checkride.
2. Look at times. Deviations outside of 0.2hrs should be documented in the write ups. They only have 13.8hrs and Skywarrior has been great about closing them out on the dot –but- deviations must be written up. Students will be charged for uncoordinated overages.
3. Use syllabus to determine all required events were accomplished for each flight and each phase. \*\*The 200 phase has a special “Note” and the 300 phase has a “Special Syllabus Requirement”.
4. Use syllabus to determine student accomplished event to the required performance level and that there is no undocumented regression. Validate that comments match the grade received. If an even has no grade annotated confirm CFI just failed to annotate it (usually) the case.
5. Airsickness must be documented on the write-up section.
6. WX or MX cancels must be documented.
7. Comments should reflect overall performance so we have an idea of how student is doing.
8. After review of the 305 complete GS, the final copy should be cleaned up prior to 490. Top info section should be complete by 490, final CFI or Manager will sign and student will sign.
9. Lead Local IFS Flt/CCs will take final copy and process with the 1 FTS.