

La Academia Dolores Huerta Charter Middle School

Grade Change Policy

La Academia Dolores Huerta requires that teachers follow the procedures established by the schools current grading process. If the parent/guardian or student believes that a student's recorded grade is inaccurate, misleading, or in violation of the student's rights or can show proof that the teacher failed to reasonably follow the guidelines in the school's subject grade procedures, the grade may be considered for change. The requester is to submit a "Grade Change Request Form" to the principal. The principal or his/her designee will begin the disposition in accord with the established hearing procedures. The decision of the principal or his/her designee is considered to be final, and no further appeals are allowable.

A grade change can only be made through the procedures indicated below.

I. Procedure to Change a Course Test or Assigned Grade Not Yet in the Student's Permanent Record:

A course grade that is currently in the teacher's grade book but has not been printed on a student's quarter or semester report card, cumulative record, or transcript can be changed. The first step is to contact the teacher and discuss the grade and concerns. If the teacher does not agree to change the grade, the parent/guardian or student may submit a request in writing to the principal using a "Grade Change Request Form". The decision to comply or decline to comply will be made by the principal or his/her designee with the decision being final and no further appeal being allowed.

II. Procedures to Change a Course Grade that is in a Student's Permanent Record:

Under the Family Educational Rights and Privacy Act (FERPA), a course grade that has been entered on a student's report card, in the cumulative record, or on a transcript becomes part of the student's permanent (historical) record and cannot be altered in anyway. Prior to grades being recorded on a student's cumulative record, teachers are given the opportunity to verify grades using the grade verification sheet. Teachers are required to review all student grades for accuracy and then sign off, verifying that the grade is in fact the correct grade. Teachers who discover incorrect grades due to mechanical or clerical errors (including but not limited to arithmetic errors, transcribing errors, or posting errors) can make corrections before grades are recorded in the student's cumulative (historical) file.

This policy was adopted by majority vote of the Governance Council in a meeting legally convened on 11/16/21; unless otherwise stipulated, is effective immediately upon approval.

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GRADE CHANGE REQUEST FORM

Instructions:

Parent/Guardian of student shall complete the form below to request a grade change. Fill in all fields, sign the form, and submit to the front office.

Student Information:

First Name: _____ Last Name: _____

Student ID: _____ Student Grade: 6 7 8

Semester: Fall Spring Summer

Courses to be reviewed:

Course Title	Teacher Name	Current Grade	Grade Change

Parent/Guardian Signature: _____

Date: _____

Principal Signature: _____ APPROVED DENIED

Date: _____