

CHANGING STUDENT GRADES - PROCESS

Should a request be made to change a letter grade on final exams or grades at the end of a marking period, term, or semester, the following procedures are to be followed:

Step 1 - Informing the Teacher

Parents/guardians, or a student who is 18 years of age or older, who are dissatisfied with the student’s final grade received during a marking period may submit a written request to either the teacher of the course, or to the principal, to have the final grade reviewed and/or changed.

This request must be received by the teacher or principal within ten (10) days of the parent’s/student’s receipt of the grade.

Step 2 – Meeting Between Parents, Teacher and Principal

If the request is sent to the teacher, the teacher shall immediately inform the principal of the request. If the principal receives the request, the principal shall inform the teacher thereof. Within five (5) days of receiving a request to correct or remove a final grade, the principal shall contact the parents/student and arrange for a meeting to discuss the matter. A meeting shall be scheduled as soon as is practically possible that allows for attendance of the teacher, the principal, and the parents/student.

At the meeting, the parent/student will be provided with a copy of Policy IKAD – Changing Student Grades.

At the meeting, the teacher who gave the grade shall be given an opportunity to state orally, in writing, or both, the reasons for which the grade was given.

Parents/students may also present evidence, either written or verbally, as to why they believe the grade should be changed. Parents/students are encouraged to limit their evidence to material that will establish an error consistent with the provisions of Policy IKAD.

Step 3 - Resolution

Within five (5) school days of the meeting, the principal shall issue a written decision on the parent’s/student’s request to change the student’s grade. Parents/students will be notified of the principal’s decision in writing.

Student grades will only be changed for one of the reasons set forth in Policy IKAD. However, if after meeting with the parents/student, the teacher determines that extenuating circumstances affected the student’s grade, the teacher may recommend that the principal take into consideration such circumstances when reaching his/her decision.

The decision of the principal shall be final.

The principal may, upon his/her own discretion, elicit the assistance of other teachers or guidance counselors to assist in making the decision.

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