

## Process & Criteria For Changing Grades

Students in grades 9-12, or middle school students taking classes for high school credit, can now appeal to have Pass/P grades for 3rd trimester classes completed during the spring 2020 school closure changed to a letter grade. Students interested in changing grades must complete the formal appeals process. Grades will not be adjusted based on emails, phone calls or verbal requests.

### Process

1. Students who would like to appeal a change in grades from a P to a letter grade must have successfully completed the end of course assessment and earned a P for the class.
2. They will then request the change by completing the official appeals form, which will be available online, in high school counseling offices and at the district office. The appeals form will be used for all appeals requests including:
  - a. Dual enrollment classes
  - b. IDLA classes
  - c. AP Classes
  - d. All other classes
3. Forms will be available beginning July 15. They can be submitted over the summer, but they will not be reviewed until school starts this fall.
4. Students must complete a separate form for each grade they want to change. They cannot make a blanket appeal to change grades in all classes.
5. As part of the appeals process students will need to:
  - a. Explain why they are requesting a grade
  - b. Explain what grade they think they should receive and provide evidence to support the requested grade.
6. The deadline to file an appeal is Jan. 8, 2021. We recommend seniors file their requests by Oct. 1, 2020 so appeals can be processed in time for fall early decision deadlines, etc.
7. The counseling office will direct the appeal(s) to teachers. Teachers will review the appeal(s), assign the grade(s) and return the information to the counseling office.
8. The counseling office will notify the student of the grade(s) they have been assigned.
9. **If the teacher is no longer with the district, the appeal will be considered by a committee made up of department head, counselor, and building administrator. The appeals committee will also review cases where students disagree with the assigned grade.**
10. Students can accept the grade they have been assigned or keep the P. They must notify the counseling office by Jan. 29, 2021, if they want the letter grade transcribed on their transcripts.

### Criteria

- Students must have successfully completed the end of course assessment or ECA in order to request a letter grade.
- Factors teachers may consider when assigning a grade may include, but are not limited to:
  - ECA/AP score (AP exam scores will be available during the summer).
  - Level of engagement and amount of work student completed during the closure
  - The student's academic profile and high school transcripts
  - For year long classes, the student's first and second trimester grades
  - Feedback from teachers/student during the closure
  - Other extenuating circumstances.
- In their deliberations, the teacher's primary focus should be on giving students the benefit of the doubt.