

2019 - 2020 Q3 and Q4 Grade Change Process

BACKGROUND INFORMATION

In the school year 2019-2020, due to the global pandemic, PGCPs updated their Administrative Procedure 5121.1, 5121.2 and 5121.3 to reflect a new grading factor for the 4th quarter. Students could earn an I (Incomplete) or a P (Pass).

In order to change the 4th quarter grade from an I to a P:

1. A student would need to complete any outstanding make-up work before January 1, 2021.
2. A parent/student would need to submit a Grade Appeal Form along with any completed make-up work.
3. The principal's team of designees at the school where the grade was recorded would need to review and process the grade change following the grade change process outlined in Administrative Procedure 5116.

To process the grade change from an "I" to a "P," use the process outlined in the scenarios below to ensure accuracy and the awarding of the proper quality points to the student's cumulative average. In some cases, adding the quality points may also change the final grade.

Note: For the 2020-2021 school year, the SIT Chair Grade Change Role will initiate grade change requests in the PS 140 for 2019-2020 3rd and 4th quarter grades.

DEFINITIONS

- Teacher of record - Educator who assigned the work and recorded the 3rd or 4th quarter grade
- Same school - Current school of enrollment is also the previous school of enrollment in 2019-2020

SCENARIOS

Student is currently attending the same school where the 3rd or 4th quarter grade was recorded

- [Teacher of record is still teaching at same school](#)
- [Teacher of record is not teaching at same school](#)

Student is NOT attending the same school where the 3rd or 4th quarter grade was recorded

- [Teacher of record is still teaching at the previous school](#)
- [Teacher of record is still teaching at the same school](#)

"I" Grade Change Scenarios

Student is currently attending the same school where the 3rd or 4th quarter grade was recorded.

Teacher of record is still teaching at the same school

- 1) Parent completes the Grade Appeal Form and submits the completed form and completed make-up work to the principal or designee at the school where the original grade was earned.
- 2) The principal or designee should forward the Grade Appeal Form and all make-up work to the teacher of record who recorded the original grade.
- 3) The teacher of record should review the make-up work and provide an assessment of the work within 5 instructional days from the receipt of the work.
- 4) If review and assessment of submitted work indicates that a higher grade (Q3) or "P" grade (Q4) should be the result, the SIT Chair Grade Change Role will create a grade change request in the PS-140.
- 5) The Principal will approve the grade change request in the PS-140. If the grade change request was entered without sufficient evidence, the principal can place the request in pending status until the evidence is acquired and attached.
- 6) The approved grade change request will be forwarded to the grade manager. In the event of a final grade change, the request will also be forwarded to the transcript manager for completion. In either case, both the grade manager and transcript manager will recalculate the GPA.
- 7) Data entry changes will be completed in SchoolMAX for the previous year within 10 instructional days of the approval.
- 8) The SIT Chair Grade Change Role will notify the parent/student of the grade change by sending a copy of the completed Grade Appeal Form.

Teacher of record is NOT teaching at the same school

- 1) Parent completes the Grade Appeal Form and submits the completed form and completed make-up work to the principal or designee at the school where the original grade was earned.
- 2) The principal team of designees should review the make-up work and provide an assessment of the work in 5 instructional days from the receipt of the work.
- 3) If review and assessment of submitted work indicates that a higher grade (Q3) or "P" grade (Q4) should be the result, the SIT Chair Grade Change Role will create a grade change request in the PS-140.
- 4) The Principal will approve the grade change request in the PS-140. If the grade change request was entered without sufficient evidence, the principal can place the request in pending status until the evidence is acquired and attached.
- 5) The approved grade change request will be forwarded to the grade manager. In the event of a final grade change, the request will also be forwarded to the transcript manager for completion. In either case, both the grade manager and transcript manager will recalculate the GPA.
- 6) Data entry changes will be completed in SchoolMAX for the previous year within 10 instructional days of the approval.
- 7) The SIT Chair Grade Change Role will notify the parent/student of the grade change by sending a copy of the completed Grade Appeal Form.

Student is NOT attending the same school where the 3rd or 4th quarter grade was recorded.

Teacher of record is teaching at the previous school

- 1) Parent completes the Grade Appeal Form and submits the completed form and completed make-up work to the principal or designee at the school where the original grade was earned.
- 2) The teacher of record should review the make-up work and provide an assessment of the work in 5 instructional days from the receipt of the work.
- 3) If review and assessment of submitted work indicates that a higher grade (Q3) or "P" grade (Q4) should be the result, the SIT Chair Grade Change Role will create a grade change request in the PS-140.
- 4) The Principal will approve the grade change request in the PS-140. If the grade change request was entered without sufficient evidence, the principal can place the request in pending status until the evidence is acquired and attached.
- 5) The approved grade change request will be forwarded to the grade manager. In the event of a final grade change, the request will also be forwarded to the transcript manager for completion. In either case, both the grade manager and transcript manager will recalculate the GPA.
- 6) Data entry changes will be completed in SchoolMAX for the previous year within 10 instructional days of the approval.
- 7) The SIT Chair Grade Change Role will notify the parent/student of the grade change by sending a copy of the completed Grade Appeal Form.

Teacher of record is NOT teaching at the same school

- 1) Parent completes the Grade Appeal Form and submits the completed form and completed make-up work to the principal or designee at the school where the original grade was earned.
- 2) The principal or designee should forward the Grade Appeal Form and all make-up work to the teacher of record who recorded the original grade.
- 3) The teacher of record should review the make-up work and provide an assessment of the work within 5 instructional days from the receipt of the work.
- 4) If review and assessment of submitted work indicates that a higher grade (Q3) or "P" grade (Q4) should be the result, the SIT Chair Grade Change Role will create a grade change request in the PS-140.
- 5) The Principal will approve the grade change request in the PS-140. If the grade change request was entered without sufficient evidence, the principal can place the request in pending status until the evidence is acquired and attached.
- 6) The approved grade change request will be forwarded to the grade manager. In the event of a final grade change, the request will also be forwarded to the transcript manager for completion. In either case, both the grade manager and transcript manager will recalculate the GPA.
- 7) Data entry changes will be completed in SchoolMAX for the previous year within 10 instructional days of the approval.
- 8) The SIT Chair Grade Change Role will notify the parent/student of the grade change by sending a copy of the completed Grade Appeal Form.