

May 26, 2021

AMEND BOARD REPORT 10-0324-PO1
GRADE CHANGE POLICY

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

be amended to update for appropriate titles and department names. The amended policy was posted for public comment March 24, 2021 to April 26, 2021.

5. Teachers are responsible for validating their students' quarter, semester, and final student grades before

they are posted.

III. Grade Coordinator Responsibilities

1. A school's grade coordinator is responsible for making adjustments authorized by the Principal to quarter, semester, or final student grades in IMPACT Aspen.

2. For grade change requests occurring before the grade is issued (for example, e.g. when a teacher fails to submit their quarter, semester, and final student grades on or before the published deadline), the grade

The District of Columbia Department of the General Auditor's Office, Office of the Comptroller, is pleased to provide this form for all approved users.

[REDACTED]
[REDACTED]
[REDACTED]

1. If the teacher is not in agreement with the Principal's determination on whether to change a grade, the

teacher may submit a written appeal that includes information on why the grade change should or should not be made.

2. ~~This~~ The written appeal must be sent within five school days of the notification from the Principal of the grade change decision.

3. The written appeal must be sent to the Principal and CAO Network Chief or equivalent Network Officer within five school days of the notification from the Principal of a grade change decision.

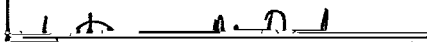
~~within five school days of the notification from the Principal of a grade change decision.~~

4. The Principal must will provide the CAO Network Chief or equivalent Network Officer with a written

LEGAL REFERENCES: 105 ILCS 5/4-2.02


Approved for Consideration:

DocuSigned by:



Approved:

DocuSigned by:



LaTanya D. McDade
Chief Education Officer

Janice K. Jackson
Chief Executive Officer

Approved as to legal form:

^{DS}
