

**TITLE:** Retroactive Course Corrections

**NUMBER:** BUL-148509

**ISSUER:** Frances Baez, PhD  
Chief Academic Officer  
Division of Instruction

Brenda Pensamiento  
Administrator  
School Counseling Services

**DATE:** January 2, 2024

**POLICY:** This policy provides guidance and outlines procedures for secondary schools requesting a retroactive course title and course number correction on a student’s transcript.

**MAJOR CHANGES:** This is a new District policy.

**GUIDELINES:** The Division of Instruction provides the following policy guide for retroactive course title corrections to ensure the interest of students is never compromised by scheduling errors, and to support schools in the correction of such errors, along with the obligation to maintain accurate records and to adhere to District policies and applicable state and federal laws.

Once a course has been completed and final marks have been issued, the course and final marks become a part of the permanent record of each student who completed it, both electronically in MiSiS and physically on each student’s cumulative record folder and transcript. Under typical circumstances, those permanent records are never changed.

The Division of Instruction will monitor requests for course changes and transcript record corrections regularly. In certain cases where there may be a need for a correction of records, the school administrator must follow the procedures outlined in this bulletin to receive authorization to proceed with a correction.

**ROUTING**  
Deputy Superintendent of Instruction  
Region Superintendents  
Administrators of Instruction  
Directors  
Principals  
Counseling Coordinators  
Secondary Principals  
Assistant Principals, Secondary Counseling Services  
Secondary Assistant Principals  
School Counselors

## I. RETROACTIVE COURSE CHANGE TYPES

Below are Change Request (CR) type descriptions and examples.

- Change Request (CR) Type 1:  
The course change request is within the same discipline/department and similar course. For example, the school submits a request to change a section or student course completion from AVID 11A to AVID 3A.
- Change Request (CR) Type 2:  
The course change request is within the same discipline/department but a different course. For example, the school submits a request to change a section or student course completion from Track Field to Track & Field, Varsity.
- Change Request (CR) Type 3:  
The course change request is within the same department but in a different discipline. For example, the school submits a request to change a section or student course completion from Government Lab Civil Law to Principles of American Democracy.
- Change Request (CR) Type 4:  
The course change request is in a different department and different discipline. For example, the school submits a request to change a section or student course completion from Economics to Intro Art B.

## II. RETROACTIVE COURSE CHANGE AUTHORIZED APPROVERS

The Division of Instruction will monitor requests for course changes and transcript record deletions on a regular basis. It is the school's responsibility to ensure the course change that is requested in fact reflects the curriculum taught. It is unethical and in violation of policy to submit a course change solely to enhance a student's GPA, satisfy graduation requirements, meet athletic eligibility, etc. There are authorized approvers who will need to approve any course correction changes. Each change request type has designated administrators who can approve these changes (refer to Table 1: Retroactive Course Correction Types and Approvers). Requests submitted may be denied or approved at any approver level.

Table 1: Retroactive Course Correction Types and Approvers		
Change Requests (CR) require approval and additional documentation may be requested by one or more approvers.		
CR Type	CR Definitions & Examples	Approvers
CR1	Course change request is within the same discipline/department <u>and</u> similar course. Ex. AVID 11A → AVID 3A	1. Principal 2. Region Counseling Coordinator
CR2	Course change request is within the same discipline/department <u>but</u> different course. Ex. Track Field → Trk & Fld, Var	1. Principal 2. Region Counseling Coordinator
CR3	Course change request is within the same department <u>but</u> different discipline. Ex. Govt LB Civ law → Prin Am Democr	1. Principal 2. Region Counseling Coordinator 3. Region Administrator of Instruction 4. Division of Instruction, School Counseling Services Administrator
CR4	Course change request is in a different department <u>and</u> different discipline. Ex. English 9A → Geometry A Ex. Economics → Intro Art B	1. Principal 2. Region Counseling Coordinator 3. Region Administrator of Instruction 4. Division of Instruction, School Counseling Services Administrator

### III. RETROACTIVE COURSE CORRECTION PROCEDURE

A retroactive course correction request may be requested for a whole class or for individual students. The process is based on the request type and whether the course was taken within two years of the request date or longer.

**1. Procedure for Change Request Type 1 Within Two School Years:**

The school administrator initiates a request for a retroactive course correction for the whole class or an individual student in MiSiS if the course change request is:

- A Change Request Type 1, within the same discipline/department and similar course  
and
- The course is taken within two school years, refer to Table 2, Change Request Type 1 (CR1).

For additional information, refer to the [MiSiS job aid](#). Search under Master Scheduling >> Change Student Section Screen. The additional steps below must be taken by the school administrator:

- It will be the school's responsibility to send Attachment C, *Retroactive Course Correction or Deletion Parent/Guardian/Educational Rights Holder Letter*, to the parents/guardians/educational rights holder (Parent) of the students whose records are being corrected.
- A copy of the parent/guardian/educational rights holder notification letter must be filed in each student's cumulative record, no later than two weeks after the last approver has authorized the correction.
- School site personnel responsible for maintenance of pupil records must update the cumulative record label for the impacted term.
- Attachment C, *Retroactive Course Correction or Deletion Parent/Guardian/Educational Rights Holder Letter* and a printed email confirmation or a certified mail receipt that the letter has been sent must also be attached to the gradebook (roll book) Certification Page.

**2. Procedure Change Request Type 1 Beyond Two School Years and Change Request Type 2, 3, 4:**

The site administrator will complete the [Retroactive Course Corrections Initial Form](#) via OneDrive and upload Attachment A, *Retroactive Course Correction - WHOLE CLASS Request Form* or Attachment B, *Retroactive Course Correction - INDIVIDUAL STUDENT Request Form*, which will be used for:

- Change Request Type 1 if it is beyond the two school years.
- Course Type Requests 2, 3, and 4 regardless of the time from the request.

Then the site administrator will contact the Region Counseling Coordinator who will initiate a request for a retroactive course correction directly online in MiSiS.

- A. WHOLE CLASS-** The following steps must be taken by the school administrator to request a retroactive course correction which affects all students enrolled in the course.
- a) Complete Attachment A, *Retroactive Course Correction – WHOLE CLASS Request Form* and contact the Region Counseling Coordinator.
  - b) Submit the completed form to the Region Counseling Coordinator. Ensure that “Requested Courses” are created in the same period and in the same term as the “Original Course” in the master schedule during the correct school year/term. MiSiS will not create courses nor remove any courses from the student schedule. Note: Incomplete forms will result in an unprocessed request.
  - c) The Region Counseling Coordinator will consult with the principal’s supervisor, as needed, and will evaluate the request. If the retroactive correction is warranted, a signed copy of the form will be returned to the requesting site administrator.
  - d) It will be the school’s responsibility to send Attachment C, *Retroactive Course Correction or Deletion Parent/Guardian/Educational Rights Holder Letter*, to the parents/guardians/educational rights holder of the students whose records are being corrected.
  - e) A copy of the parent/guardian/educational rights holder notification letter, and a printed email confirmation or certified mail receipt must be filed in each student’s cumulative record, no later than two weeks after the letter has been provided to the Parent.
  - f) School site personnel responsible for maintenance of pupil records must update the cumulative record label for the impacted term.
  - g) Attachment C, *Retroactive Course Correction or Deletion Parent/Guardian/Educational Rights Holder Letter* and a printed email confirmation or a certified mail receipt that the letter has been sent must also be attached to the gradebook (roll book) Certification Page.

**B. INDIVIDUAL STUDENT**-The following steps must be completed to request a retroactive course correction which affects an individual student enrolled in a course:

- a) Complete Attachment B, *Retroactive Course Correction – INDIVIDUAL STUDENT Request Form* and contact the Region Counseling Coordinator.
- b) Submit the completed form to the Region Counseling Coordinator. Ensure that “Requested Courses” are created in the same period and in the same term as the “Original Course” in the master schedule during the correct school year/term. MiSiS will not create courses nor remove any courses from the student schedule. Note: that incomplete forms will result in an unprocessed request.
- c) The Region Counseling Coordinator will consult with the principal’s supervisor, as needed, and will evaluate the request. If the retroactive correction is warranted, a signed copy of the form will be returned to the requesting site administrator.
- d) It will be the school’s responsibility to send Attachment C, *Retroactive Course Correction or Deletion Parent/Guardian/Educational Rights Holder Letter*, to the parents/guardians/educational rights holders of the student whose record is being corrected.
- e) A copy of the parent/guardian/educational rights holder notification letter, and a printed email confirmation or certified mail receipt must be filed in the student’s cumulative record, no later than two weeks after the letter has been provided to the Parent.
- f) School site personnel responsible for maintenance of pupil records must update the cumulative record label for the impacted term.
- g) Attachment C, *Retroactive Course Correction or Deletion Parent/Guardian/Educational Rights Holder Letter* and a printed email confirmation or a certified mail receipt that the letter has been sent must also be attached to the gradebook (roll book) Certification Page.

<b>Table 2: Retroactive Course Correction Types, Approvers, and Request Process</b>				
Change Requests (CR) require approval and additional documentation may be requested by one or more approvers.				
CR Type	CR Definitions & Examples	Approvers	Course Taken <b>WITHIN</b> 2 School Years	Course Taken <b>BEYOND</b> 2 School Years
CR1	Course change request is within the same discipline/department <u>and</u> similar course. Ex. AVID 11A →AVID 3A	1. Principal 2. Region Counseling Coordinator	<b>Initiate Request in MiSiS, Change Student Section Screen</b>	<b>Upload signed Attachment A or B to the <a href="#">Retroactive Course Corrections Initial Form</a> via OneDrive</b>
CR2	Course change request is within the same discipline/department <u>but</u> different course. Ex. Track Field→Trk & Fld, Var	1. Principal 2. Region Counseling Coordinator	<b>Upload signed Attachment A or B to the <a href="#">Retroactive Course Corrections Initial Form</a> via OneDrive</b>	
CR3	Course change request is within the same department <u>but</u> different discipline. Ex. Govt LB Civ law → Prin Am Democr	1. Principal 2. Region Counseling Coordinator 3. Region Administrator of Instruction 4. Division of Instruction, School Counseling Services Administrator		
CR4	Course change request is in a different department/discipline  Ex. English 9A→Geometry A Ex. Economics →Intro Art B	1. Principal 2. Region Counseling Coordinator 3. Region Administrator of Instruction 4. Division of Instruction, School Counseling Services Administrator		

**TRANSCRIPT ENTRY DELETION**

A MiSiS entry on a student's electronic transcript may be deleted, if a student received a final grade for a course they never attended. For example, a student, without the student's knowledge, is erroneously enrolled in Work Experience, and the error is not corrected before final grades are posted to the electronic transcript.

To delete an item from a student's individual electronic transcript, a signed letter from the school's principal explaining the rationale for the deletion must be submitted to the Region Counseling Coordinator. The Region Counseling Coordinator, in consultation with the Region Administrator of Instruction and the School Counseling Services Administrator, will determine whether the transcript entry deletion is warranted. If so, the school will submit a support request on the ITS Help Desk website: <https://achieve.lausd.net/helpdesk> and attach the letter which has been approved by the Region Administrator of Instruction. The school site must notify the parent/guardian/educational rights holder of the transcript entry deletion. Refer to Attachment C, *Retroactive Course Correction or Deletion Parent/Guardian/Educational Rights Holder Letter*. School site personnel over records must update the cumulative record label for the impacted term. No later than two weeks after sending, a copy of this letter should be placed in the cumulative folder of each student who has a retroactive course correction.

**AUTHORITY:** This is a policy of the Los Angeles Unified School District.

- RELATED RESOURCES:**
- [REF-999.13 Responsible Use Policy for District Computer and Networks Systems](#), dated September 25, 2023
  - [BUL 2433.1, Challenging the Content of a Pupil Record](#), dated September 26, 2022.
  - [BUL 1353.1, Marking Practices and Procedures in Secondary Schools](#), dated December 23, 2005.
  - [BUL 1926.3, Request to Change a Pupil Grade](#), dated September 17, 2019.



- ATTACHMENT:** Attachment A- *Retroactive Course Correction – WHOLE CLASS  
Request Form*
- Attachment B- *Retroactive Course Correction – INDIVIDUAL STUDENT  
Request Form*
- Attachment C- *Retroactive Course Correction or Deletion  
Parent/Guardian/Educational Rights Holder Letter (English)  
Corrección o Eliminación Retroactiva de Curso  
Carta del Padre/Tutor/Titular de Derechos Educativos (Spanish)*
- ASSISTANCE:** For assistance or further information please contact the [Region Counseling Coordinator](#) or [School Counseling Services](#) at (213) 241-7510.

**Retroactive Course Correction - WHOLE CLASS Request Form**

**Instructions:** Only use this form to request course changes for Change Request (CR) Type 1 beyond two school years and CR Types 2, 3, and 4. Use the MiSiS Change Student Section (CSS) screen to make corrections for courses taken within two school years for CR 1. Ensure that "Requested Courses" are created in the same period and in the same term as the "Original Course" in the master schedule during the correct school year/term. MiSiS will not create courses nor remove any courses in the student schedule. **An incorrect/incomplete form will not be processed.**

Region:		School Name:		School Year/ Term EX: 2020- 21/A Track Fall:	
Location Code:		Person Requesting (Last, First Name) Job Title:		Phone Number of Person Requesting:	
Reason for Request:				Date:	

**Retroactive Course Correction:**

Original Course					Requested Course				
1	Course Title:					Course Title:			
	Course Period:	Course Number:	Course Section:	Course Teacher (Last, First Name):	Course Period:	Course Number:	Course Section:	Course Teacher (Last, First Name):	

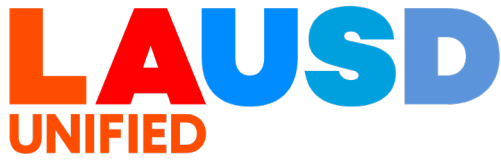
Original Course Title					Requested Course Title				
2	Course Title:					Course Title:			
	Course Period:	Course Number:	Course Section:	Course Teacher (Last, First Name):	Course Period:	Course Number:	Course Section:	Course Teacher (Last, First Name):	

**Change Request Authorization: Signatures and Dates**

Your signature below authorizes the change request(s) listed above.

Principal's Name:	Principal's Signature:	Date:
Counseling Coordinator Name:	Counseling Coordinator Signature:	Date:

***\*CR Levels 3 & 4 will require additional approval in MiSiS from the Regional Administrator of Instruction and the School Counseling Services Administrator with the Division of Instruction.***



**Retroactive Course Correction - INDIVIDUAL STUDENT Request Form**

**Instructions:** Only use this form to request individual student course changes for Change Request (CR) Type 1 beyond two school years and CR Levels 2, 3, and 4. Use the MiSiS Change Student Section (CSS) screen to make corrections for courses taken within two school years for CR1. Ensure that "Requested Courses" are created in the same period and in the same term as the "Original Course" in the master schedule during the correct school year/term. **An incorrect/incomplete form will not be processed.**

<b>Region:</b>		<b>School Name:</b>		<b>School Year/ Term EX: 2020- 21/A Track Fall:</b>	
<b>Location Code:</b>		<b>Person Requesting</b> (Last, First Name) (Job Title):		<b>Phone Number of Person Requesting:</b>	
<b>Reason for Request:</b>				<b>Date:</b>	

**Retroactive Course Correction:**

<b>Student ID:</b>								
<b>Student Name (Last, First Name):</b>								
<b>Original Course</b>				<b>Requested Course</b>				
<b>Course Title:</b>				<b>Course Title:</b>				
<b>1</b>	<b>Course Period:</b>	<b>Course Number:</b>	<b>Course Section:</b>	<b>Course Teacher (Last, First Name):</b>	<b>Course Period:</b>	<b>Course Number:</b>	<b>Course Section:</b>	<b>Course Teacher (Last, First Name):</b>

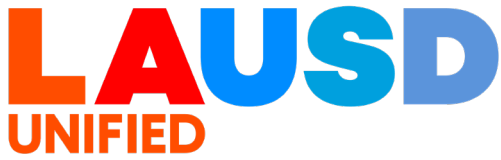
<b>Student ID:</b>								
<b>Student Name (Last, First Name):</b>								
<b>Original Course</b>				<b>Requested Course</b>				
<b>Course Title:</b>				<b>Course Title:</b>				
<b>2</b>	<b>Course Period:</b>	<b>Course Number:</b>	<b>Course Section:</b>	<b>Course Teacher (Last, First Name):</b>	<b>Course Period:</b>	<b>Course Number:</b>	<b>Course Section:</b>	<b>Course Teacher (Last, First Name):</b>

**Change Request Authorization: Signatures and Dates**

Your signature below authorizes the change request(s) listed above.

<b>Principal's Name:</b>	<b>Principal's Signature:</b>	<b>Date:</b>
<b>Counseling Coordinator Name:</b>	<b>Counseling Coordinator Signature:</b>	<b>Date:</b>

*\*CR Levels 3 & 4 will require additional approval in MiSiS from the Regional Administrator of Instruction and the School Counseling Services Administrator with the Division of Instruction.*



**Retroactive Course Correction or Deletion**  
**Parent/Guardian/Educational Rights Holder Letter**

-----SCHOOL LETTERHEAD-----

<<Date>>

TO: Parent/Legal Guardian/Educational Rights Holder of <<Student Name>>

<< Address >>

RE: Retroactive Course [Correction/Deletion]

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Dear Parent/Legal Guardian/Educational Rights Holder,

This letter is to notify you that upon review of your student's records, it has been determined that there was an error in a course noted on your student's transcript. Therefore, a correction to your student's record is necessary to maintain accurate records.

The following is the **Retroactive Course Correction** to your student's record:

[For Course Correction]

Course Period	<i>Original Course Title</i>	Course Teacher	Course Grade

Course Period	<i>Corrected Course Title</i>	Course Teacher	Course Grade

[For Course Deletion]

Course Period	<i>Deleted Course Title</i>	Course Teacher	Course Grade

Please visit the School Counseling Office to obtain an updated transcript. For further questions, please contact your student's counselor <<Counselors Name>> at <<Phone Number>> or <<Email Address>>

<<Principal's Signature>>

<<First, Last Name of Principal>>

<<Job Title>>

<<School Name>>

**Corrección o Eliminación Retroactiva de Curso**  
**Carta del Padre/Tutor/Titular de Derechos Educativos**

-----MEMBRETE DE LA ESCUELA-----

<<Fecha>>

PARA: Padre/tutor legal/titular de los derechos educativos de <<nombre del estudiante>>

<< Dirección >>

RE: Curso retroactivo [Corrección/Eliminación]

Nombre del estudiante: \_\_\_\_\_ Fecha de nacimiento: \_\_\_\_\_

Estimados Padres/Tutores Legales/Titulares de Derechos Educativos,

Esta carta es para notificarle que después de revisar los registros de su estudiante, se ha determinado que hubo un error en un curso anotado en el expediente académico de su estudiante. Por lo tanto, es necesaria una corrección al expediente de su estudiante para mantener registros precisos.

La siguiente es la **Corrección Retroactiva del Curso** al expediente de su estudiante:

[Para corregir el Curso]

Período del curso	<i><b>Título original del curso</b></i>	Profesor del curso	Calificación del curso

Período del curso	<i><b>Título corregido del curso</b></i>	Profesor del curso	Calificación del curso

[Para la eliminación del curso]

Período del curso	<i><b>Título del curso eliminado</b></i>	Profesor del curso	Calificación del curso

Visite la Oficina de los Consejeros Escolares para obtener un expediente académico actualizado. Si tiene más preguntas, comuníquese con el consejero de su estudiante [<<Nombre del >>](#) al [<<Número de teléfono>>](#) o [<<Dirección de correo electrónico>>](#)

<<Firma del director>>

<<Nombre, apellido del director>>

<<Cargo>>