



LOS ANGELES UNIFIED SCHOOL DISTRICT
Policy Bulletin

TITLE: Requests to Change a Pupil Grade

NUMBER: BUL-1926.0

ISSUER: Robert Collins, Chief Instructional Officer, Secondary
 Ronni Ephraim, Chief Instructional Officer, Elementary
 Division of Instruction

DATE: November 7, 2005

ROUTING

Local District
 Administrators

Principals

Teachers

School
 Administrative
 Assistants

PURPOSE: The purpose of this bulletin is to establish a uniform policy and procedure for processing requests to change a pupil’s academic grade.

MAJOR CHANGES: This bulletin updates a portion of current Bulletin No. N-13. The policies set forth in the former Bulletin No. N-13 are now separated into the following three bulletins: (1) Pupil Records: Access, Confidentiality, and Notice of Educational Rights; (2) Requests to Change a Pupil Grade; and (3) Challenging the Content of a Pupil Record.

INSTRUCTIONS AND GUIDELINES:

I. INTRODUCTION

- A. Under Education Code section 49066, parents (which includes legal guardians or others with educational rights for the pupil) have a right to request a change of a pupil’s grade only on the following grounds:
 - 1. Mistake
 - 2. Fraud
 - 3. Bad faith
 - 4. Incompetency

- B. When grades are earned for any course of instruction taught in the public schools, the grade earned by each pupil shall be the grade determined by the teacher of the course. In the absence of any of the grounds listed above, the grade shall be final.

- C. Marks for work habits and cooperation shall not be deemed grades for purposes of this bulletin. Questions regarding marks for work habits and cooperation may be directed to the teacher or principal. All decisions regarding work habits and cooperation grades at the school site level shall be final.



- D. No grade of a pupil participating in a physical education class may be adversely affected due to the fact that the pupil does not wear standardized physical education apparel when failure to wear such apparel arises from circumstances beyond the control of the pupil.

I. PROCEDURES

A. Notice of Process for Requesting a Grade Change

- 1. At the beginning of the year and/or upon enrollment of the student, the school shall provide notice to all students and parents/guardians of the grade change appeal process. The process shall also be posted at the school. The process shall include notice that initiation of this process authorizes appropriate District personnel to review pupil record information. A sample notice form is included in Attachment A.

B. Classroom Level

- 1. Any request for a grade change must first be made in writing to the classroom teacher who assigned the grade. A parent must make the request to the teacher within thirty (30) school days (for purposes of this bulletin, "school days" are defined as days when the relevant pupil is or should be in school, excluding summer school, intersession, and Saturday school) of the date the grade report was mailed. This request must reference the teacher's grading criteria and shall specifically allege how the teacher's grading of the pupil reflects mistake, fraud, bad faith, or incompetency in assigning the final grade. The parent may present any relevant information, oral or written, in support of the request.
- 2. If the teacher agrees to change the grade, the teacher shall notify the parents in writing of the new grade and the change shall be made in the student's official records within ten (10) school days following the date the teacher received the parent's written request.
- 3. If the teacher does not agree to change the grade, the teacher shall notify the parent and the principal of the teacher's decision, in writing, within ten (10) school days following the date the teacher received the parent's written request. The teacher shall forward a copy of the written request and decision to the principal at the same time as the decision is provided to the parent.



C. School Site Level

1. In the event the teacher decides not to change the grade, the parent may appeal the teacher's decision to the principal. A parent must make the written request to the principal within ten (10) school days of the date of the teacher's written decision not to change the grade. Attachment B provides a sample form for this request.
2. The parent's written appeal shall specifically allege how the teacher's grading of the pupil reflects mistake, fraud, bad faith, or incompetency in assigning the final grade. The parent, pupil, and teacher shall have the right to submit or present relevant documentation.
3. The principal shall schedule a meeting with the parent and shall give the teacher the opportunity to be present and/or to otherwise provide input. This meeting must be scheduled within ten (10) school days of the date the principal received the parent's written appeal.
4. Following the meeting with the principal, the principal will discuss the appeal with the teacher. Within twenty (20) school days of the school's receipt of the parent's written appeal to the principal, the principal shall inform the parent of the teacher's decision regarding the grade. If it is decided that the grade will be changed, the grade change shall be effected through administrative channels within thirty (30) business days of the date the Central Office received the parent's written request for review.

D. Local District Level

1. If the issue cannot be resolved at the site level, the parent may make a written request for review by the Local District Superintendent or designated administrator. This written request must be made within ten (10) school days of the date of the principal's written notification of the site level response. Along with the request, the parent must forward copies of documents from previous levels and decisions from those levels.
2. The Local District Superintendent may designate an appropriate Local District administrator or panel of administrators to review the request.



3. The written request for review shall specifically allege how the teacher's grading of the pupil reflects mistake, fraud, bad faith, or incompetency in assigning the final grade.
4. The parent, pupil, and teacher shall have the right to submit relevant documentation.
5. The Local District Superintendent or designated administrator or panel of administrators shall review the request. The review shall be conducted and written findings and recommendations developed within ten (10) school days of the Local District's receipt of the parent's written request for review. The Local District Superintendent or designated administrator or panel shall give the teacher the opportunity to be present or to otherwise provide input. A sample form for the findings and recommendations is provided in Attachment C.
6. Within twenty (20) school days of the Local District's receipt of the parent's written request for review, the Local District Superintendent shall inform, in writing, the parent, pupil, teacher, school and the appropriate Chief Instructional Officer of the determination regarding the grade. If the teacher agrees with the Local District's determination, the grade change shall be effected through administrative channels within thirty (30) days of the date the Central Office received the parent's written request for review.

E. Central Office Level

1. If the issue cannot be resolved at the Local District level, the parent may make a written request for review by the appropriate Chief Instructional Officer or designated administrator. This written request must be made within ten (10) school days of the date of the Local District's determination. Along with the request, the parent must forward copies of documents from previous appeals and decisions from those appeals.
2. The Chief Instructional Officer may designate an appropriate administrator and/or panel of administrators to conduct the review of the previous appeals and provide recommendations to the Chief Instructional Officer. Any recommendations from the administrators or panel of administrators are not binding on the Chief Instructional Officer.



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3. The written appeal shall specifically allege how the teacher's grading of the pupil reflects mistake, fraud, bad faith, or incompetency in assigning the final grade.
4. The parent, pupil, and teacher shall have the right to submit relevant documentation.
5. If an administrator (other than the Chief Instructional Officer) or a panel of administrators performs the review, the review shall be conducted and written findings and recommendations issued to the Chief Instructional Officer within ten (10) school days of the Central Office's receipt of the request for review. The relevant teacher shall be given the opportunity to be present at the review or to otherwise provide input.

Within twenty (20) school days of the Central Office's receipt of the parent's written request for review, the Chief Instructional Officer shall inform, in writing, the parent, pupil, teacher, school and Local District of the determination regarding the grade. This determination shall be final. If the appropriate Chief Instructional Officer or designated administrator, as the delatee of the Board and Superintendent, determines that the grade must be changed, the grade change shall be effected through administrative channels within thirty (30) days of the date the Central Office received the parent's written request for review.

**RELATED
RESOURCES:**

BUL-XXX Pupil Records: Access, Confidentiality, and Notice of Educational Rights (date and number TBD).
BUL-XXX Challenging the Content of a Pupil Record (date and number TBD).
BUL-339.0 Elementary School Progress Report Marking Procedures & Practices.
BUL-1353.0 Marking Practices and Procedures in Secondary Schools.

AUTHORITY:

20 U.S.C. section 1232g; California Education Code sections 31560, 49066

ASSISTANCE:

Local Districts: Director of Instruction
Bud Jacobs, Director, High School Programs (213) 241-6895
Jeanie Leighton, Director, Middle School Programs (213) 241-6040
Norma Baker, Director, Elementary Programs (213) 241-6444
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Sample Notice of Grade Change Appeals Process

Under Education Code section 49066, parents have a right to request a change of a pupil's grade on the following grounds:

- Mistake;
- Fraud;
- Bad faith; and/or
- Incompetency in assigning the grade.

When grades are earned for any course of instruction taught in the public schools, the grade earned by each pupil shall be the grade determined by the teacher of the course. In the absence of any of the grounds listed above, the grade shall be final.

Any request for a grade change must start with the classroom teacher. The next step, if not resolved with the teacher, is a written request to the principal. The final step is a written request to the Local District Superintendent or designated administrator. At each step, the parent has the right to present information in support of the request. If you would like additional information, please ask your principal or contact your Local District for a copy of the Requests to Change Pupil Grades Bulletin. The bulletin number is Bul-1926.0.

It is also important to note the marks for work habits and cooperation shall not be deemed grades for purposes of this bulletin.



Sample Request for Grade Change Appeal Form

Name of Parent/Guardian: _____ Date of Request: _____

Name of Pupil: _____ Grade of Pupil: _____

Name of Teacher: _____ Course Name: _____

Date Grade Issued: _____ Date of Meeting with Teacher: _____

Reason(s) for Request for Grade Change Appeal:

_____ Mistake _____ Fraud _____ Bad faith _____ Incompetency

Pursuant to Education Code section 49066, a grade change request may only be reviewed on the basis of one of the above-noted reasons as they relate to the assignment of the grade.

Please state, in detail, specific, objective facts supporting this request for appeal. Attach any documentation in support of your request to this form. Please note that this process is for grade change appeals only. For questions or concerns regarding other issues, contact your school principal.

Signature of Parent/Guardian: _____



Sample Findings and Recommendations Form

Grade Change Request of: [NAME OF STUDENT], [GRADE LEVEL], [SCHOOL]

For the following class: _____

Background: [Information regarding when the class was taken, who the teacher of the class was, which level(s) of review have already been conducted, and the results of each prior level of review.]

Reason(s) for Request: (Attach copy(s) of Attachment B)

Discussion of Reason(s) for Request:

- Reason A: Mistake

Facts/evidence supporting the request: _____

Facts/evidence supporting the original grade: _____

- Reason B: Fraud

Facts/evidence supporting the request: _____

Facts/evidence supporting the original grade: _____



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- Reason C: Bad faith

Facts/evidence supporting the request: _____

Facts/evidence supporting the original grade: _____

- Reason D: Incompetency

Facts/evidence supporting the request: _____

Facts/evidence supporting the original grade: _____

Conclusions:

Based on a thorough review of the oral and written evidence that was provided, and after careful consideration, the reviewer finds that the grade change request should be [GRANTED/DENIED].

Signed: _____

Date: _____

[NAME OF REVIEWER]
[TITLE/POSITION OF REVIEWER]