

Lancaster Community School District

Instruction

REQUEST FOR GRADE CHANGES

District students may seek grade changes in quarter or semester grades based on the following criteria and procedure. No request for a grade change will be considered unless it meets the criteria and procedural requirements outlined below, including deadlines.

In order for a quarter or semester grade to be modified the student must prove the following:

1. That a test grade, assignment or other grade recorded in the teacher's grade book was not corrected and such error resulted in an incorrect quarter or semester grade; or
2. That an incorrect grade was given on a test, assignment or other activity recorded in a teacher's grade book which error resulted in an incorrect quarter or semester grade; or
3. That a grade was given for reasons other than the established course grading criteria.

Requests for changes in quarter or semester grades shall be made using the following procedures:

1. The student and/or the student's parent/guardian shall request in writing based on the reasons listed above for the request for a grade change. The written request must be completed in its entirety and returned to the office with 10 school days after the end of the quarter or semester in which the grade being challenged was received.
2. Within two school days of receipt of the completed request the principal shall transmit the written request to the teacher, who shall respond to the request in writing within five school days of receipt of the written request from the principal. The principal shall transmit the written request to the student or the student's parent/guardian within two school days of its return from the teacher.
3. A student or his/her parent/guardian who is dissatisfied with the response submitted may, within five school days of the date of mailing of the written request to him/her, request a conference which, if requested, shall be held within 10 days of the date of the request. The conference shall include the student and/or his/her parent/guardian, the teacher, the principal and the District Administrator if requested by either the principal or the student or his/her parent/guardian. The conference will be for the purpose of determining whether one or more of the criteria for changing grades have

been met. After the conference, the principal, with the advice of the District Administrator if the District Administrator has participated in the conference, will decide whether the student's grade will be changed. The principal shall inform the teacher and the student or his/her parent/guardian of the principal's decision in writing within three school days of the conference. The principal's decision is final.

4. Copies of all documents relating to requests for grade changes will be placed in the progress record file of the student and maintained as student progress records in accordance with law.

APPROVED: January 13, 1999

April 14, 2004

REVISED: 2015