

Pittsfield School District

**CHANGING STUDENT GRADES - PROCESS**

Should a request be made to change a letter grade on a final exam or a grade at the end of a marking period, term, or semester, the following procedures are to be followed:

Step 1 – Informing the Teacher. Parents/guardians, or a student who is eighteen years of age or older, who are dissatisfied with the student’s final exam or final grade received during a marking period may submit a written request to either the teacher of the course or to the dean of instruction to have the final grade reviewed and/or changed. This request must be received by the teacher or dean of instruction within ten school days of the parent’s/guardian’s/ student’s receipt of the grade.

Step 2 – Meeting between Parents/Guardians, Teacher, and Dean of Instruction. If the request is sent to the teacher, the teacher shall immediately inform the dean of instruction of the request. If the dean of instruction receives the request, the dean of instruction shall inform the teacher thereof.

Within five days of receiving a such a request, the dean of instruction shall contact the parents/guardians and student to arrange for a meeting to discuss the request. A meeting shall be scheduled as soon as is practically possible that allows for attendance of the teacher, the dean of instruction, and the parents/guardians and student.

At the meeting, the parent/guardian/student will be provided with a copy of Policy IKAD, Changing Student Grades. At the meeting, the teacher who assigned the grade shall be given an opportunity to state orally, in writing, or both, the reasons for which the grade was assigned.

The parents/guardians/student may also present evidence, either orally, in writing, or both, as to why they believe that the grade should be changed. Parents/guardians/ students are encouraged to limit their evidence to material that will establish an error consistent with the provisions of Policy IKAD.

Step 3 – Resolution. Within five school days of the meeting, the dean of instruction shall issue a written decision on the parent’s/guardian’s/student’s request to change the student’s grade. Parents/guardians/students will be notified of the dean of instruction’s decision in writing.

Student grades will only be changed for one of the reasons set forth in Policy IKAD. However, if after meeting with the parents/guardians/student, the teacher determines that extenuating circumstances affected the student’s grade, the teacher may recommend that the dean of instruction take into consideration such circumstances when reaching his/her decision.

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The dean of instruction, upon his/her own discretion, elicit the assistance of other teachers or guidance counselors to assist in making the decision.

The decision of the dean of students shall be final.

Adopted: November 7, 2019