

Grade Appeal Procedures

If a student/parent/guardian believes a final grade for a course was calculated or entered in error, they should first address the issue with the teacher who issued the grade. If a satisfactory resolution is not achieved, the student/parent/guardian may then bring the issue to the attention of the school principal and explain the reason they believe the grade is incorrect. A solid rationale is required for the principal review of this process.

A grade change request will only be considered if one of the following criteria are met:

1) alleged calculation error; 2) failure to count timely-completed assignment or test; 3) failure to exempt assignment(s) or test per extended illness documented by a medical doctor.

1. Written notification to the teacher within 15 days from the end of the term. The written notification should detail the specific reason(s) for the grade change request. (*Example: I am appealing my grade of "C" in English 9 because I have evidence that indicates there was an error in the calculation of my homework grades.*)
 - a. Clearly state any evidence and facts that support your grade appeal. A request for a grade appeal is a professional document.
 - b. Attach copies of any documentation that you have, which may include: Personal grade records, copies of graded work, email communication with the instructor, syllabus procedures you feel support the request for a grade change.
2. The Student may appeal the decision of the teacher, or if there is no response because of summer vacation, by submitting a written request to the school administration within 30 days of the end of the term. The written request will detail the reason(s) for the grade change request.
 - a. Building administration will meet the student and teacher and shall issue a decision within 5 days of receipt of meeting with the parties involved.
 - b. The decision of the principal will be final.