

**CHANGING STUDENT GRADES**

Every teacher shall maintain an evaluation record for each student in the teachers' respective classes. Parents/guardians if a student, or the student him/herself if the student is 18 years of age or older, may request to have his/her grade changed only for grades on final exams or grades at the end of a marking period.

Final grades can only be changed for the following reasons:

1. A miscalculation of test scores;
2. A technical error in assigning a particular grade or score;
3. The teacher agrees to allow the student to do extra work that may impact the grade;
4. The inappropriate grading system used to determine the grade; or
5. An inappropriate grade based on an appropriate grading system.

Administrators will not change the final grade assigned by the teacher without first notifying the teacher. Additionally, the Superintendent is charged with promulgating administrative rules to be followed when a request for a change in letter grade is made.

**DATE:**  
**Adopted:** November 9, 2010  
**Reviewed:** Sept. 2010  
**Revised:**  
**Cancellation:**