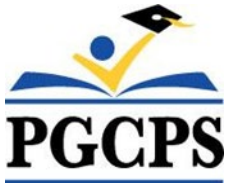


# ADMINISTRATIVE PROCEDURE

## GRADE CHANGE AUTHORIZATION AND APPEALS

5116  
Procedure No.  
May 1, 2023  
Date

- I. **PURPOSE:** To provide guidance in the implementation of the grade change authorization and appeals process to be used in all schools.
- II. **POLICY:** The Board of Education believes that all students can learn and achieve at high levels, that rigorous performance standards and achievement standards are essential components of developing and delivering quality instruction, and that regular assessment is an important component of an effective teaching and learning environment and an important tool in measuring students' learning (Board Policy 5121).
- III. **BACKGROUND:**
  - A. As directed by COMAR (Code of Maryland Regulations) 13A.03.02.08, each local school system shall develop a written policy on grading and reporting. This administrative procedure will serve to provide direction specifically for the grade change authorization and grade appeal process related to the school district's written grading policy.
  - B. Principals, or their designees, under the guidance of district personnel, are responsible for ensuring that grading and reporting policies and procedures are applied consistently within their school. A clear procedure to address the process for grade changes must be defined, implemented and strictly adhered to.
  - C. Principals, or their designees, are required to participate in related annual training; review this administrative procedure with all instructional staff; and identify grade manager, transcript manager, Student Intervention Team Chairperson, and other designees to complete all related tasks in order to ensure implementation with fidelity.
- IV. **DEFINITIONS:**
  - A. Appeal - Process initiated by a parent, guardian, student 18 years old or older, or staff member within five school days after the release of a quarter or final report card using the Grade Appeal Form to request a grade change. Evidence supporting the appeal must be included.
  - B. Assigned Teacher - Teacher of record for a course in question during the specified time period as assigned in the electronic student information system (SchoolMAX). A co-teacher assigned to the course also qualifies as an assigned teacher.
  - C. Evidence - Information including but not limited to student work, SchoolMAX reports, emails and other forms of communication and written statements that are provided to or by the principal, Student Intervention Team (SIT), parent, student and/or assigned teacher to assist in reviewing the necessity for a grade change. Evidence must be printed and filed along with the



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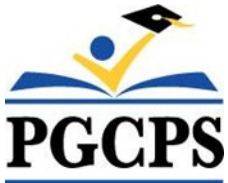
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Grade Change Authorization Form (PS -140) in the student cumulative folder by the principal's designee and uploaded when an electronic PS-140 is processed.

- D. Final Grade - Grade calculated based on average quarter grades and course assigned term code (quarter, semester and full year). This is the grade that appears on the student's official transcript.
- E. Grade Appeal Committee - Group of designated individuals led by the SIT Chair whose responsibility it is to review parent appeals during the grade change window when there is a teacher disagreement or other identified circumstance in a Grade Appeal Meeting. The principal may not be a part of this committee.
- F. Grade Appeal Form - Document on which a grade change may be requested within five days of the release of the report card.
- G. Grade Appeal Meeting - Process utilized by the Student Intervention Team to determine the outcome of a dispute related to assigned grades.
- H. Grade Change - Changes in SchoolMAX to an existing quarter and/or final grade after the close of the grade publishing window per the approval process.
- I. Grade Change Appeal- The process followed if the initial grade change request (PS-140) or appeal is denied.
- J. Grade Point Average (GPA) - The total number of grade points received over a given period divided by the total number of credits awarded. See Administrative Procedures 5121.1 (elementary schools), 5121.2 (middle schools) and 5121.3 (high schools).
- K. Grade Publishing Window - The time period near the end of each quarter where teachers are responsible for entering and publishing grades per the annual schedule.
- L. Grade Change Window - The time period after the close of the grade publishing window where principals, teachers and/or SIT chairs are able to process a grade change request using the PS-140 and, if approved, SchoolMAX. Parents/guardians, students 18 years of age or older, and staff are also able to submit appeals for grade changes during the first five days of this window using the Grade Appeal Form.
- M. Grade Manager - Assigned school-based personnel responsible for changing quarter and final grades in the SchoolMAX grades module. A central office grade manager is assigned for select cases.



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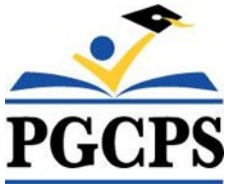
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- N. Grade Override – A change to the grade that occurs after the marking period ends but before the grading publishing window closes. The grade resulting from the change shall be called the “new grade.” The grade initially recorded but later changed shall be called the “old grade.”
- O. PS-140 - Electronic Application completed by approved school staff for any grade change requested after the closing of the grade publishing window and in accordance with this procedure.
- P. Quarter Grade - Grade assigned to a student at the end of a nine week marking period.
- Q. SchoolMAX - The Student Information System used in Prince George’s County Public Schools (PGCPS) to manage student data, including grades, attendance, and schedules.
- R. Student Intervention Team (SIT) - School staff who meet to help a teacher(s) identify and implement appropriate interventions for students who need support so that they are ready and able to learn, as well as students who are in need of support for acceleration. The SIT also serves as a Grade Appeals Committee. For purposes of the grade change process, the principal is not a member of the SIT Grade Appeals Committee. Members include:
1. General Educator(s)
  2. Professional School Counselor(s)
  3. Administrator(s)
  4. School-based Specialist(s) (e.g. Reading Specialist, Math Specialist, Special Area/Elective Subject Teachers)
  5. School Nurse
  6. Other staff as appropriate
- S. Transcript Manager - Assigned school-based staff member responsible for changing transcript grades (i.e. final grades) in the SchoolMAX transcript module. A central office transcript manager is assigned for select cases.

V. **GENERAL PROVISIONS:**

- A. A classroom teacher’s grade must be clearly defensible, and nothing will be construed to prevent a principal or other local school administrator from discussing the grade of a student with a classroom teacher. Any grade change made after the grade publishing window must be done following the grade change process defined in this administrative procedure and the PS-140 must indicate the person responsible for making the request and the person responsible for approving the grade change.



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- B. No classroom teacher will be required by the Board of Education, Chief Executive Officer, or any local school administrator or other staff member to change the grade of a student. No classroom teacher will be disciplined by the Board of Education, CEO, or any local school administrator or other staff member for not changing a grade of a student. This protection will not apply, however, when a teacher has failed to comply with grading policies or procedures adopted by the local board of education that are applicable to the grading process, unless such policy or procedure would require a student be given a grade different than the actual grade achieved.
- C. All grade change window dates and procedures will follow the approved school calendar. This calendar is subject to change throughout the year.

#### VI. **PROCEDURES FOR AUTHORIZED GRADE ENTRY, OVERRIDES, INITIATED GRADE CHANGE REQUESTS AND GRADE APPEALS PROCESS:**

##### A. **Grade Entry**

- 1. All students in an assigned teacher's course must receive a grade during the end of the quarter grade publishing window if enrolled 21 or more days in the course per Administrative Procedures 5121.1, 5121.2 and 5121.3 - Grading and Reporting for Elementary, Middle, and High School.
- 2. Principals, or their designees including but not limited to the grade manager and other administrative personnel, are responsible for confirming that all grades are submitted prior to the closing of the grade publishing window.
- 3. The process for grade entry for transfer students can be found in Administrative Procedures 5121.1, 5121.2 and 5121.3 - Grading and Reporting for Elementary, Middle, and High School.

##### B. **Grade Overrides – See Administrative Procedures 5121 Grading and Reporting**

##### C. **Grade Change Request General Information for all Roles**

- 1. Grade change requests may be submitted by the assigned teacher, principal, instructional director or SIT Chair. All grade change requests must be entered and processed in the Grade Change Authorization Form, PS-140, within the grade change window. Only report card quarter or final grades may be changed for students in grades K-12.
- 2. All approved grade changes in the PS-140 must be completed in SchoolMAX prior to the closing of the grade change window for the prior quarter. Requesting, approving



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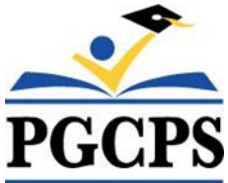
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and completing grade change requests outside of the Grade Change Window will require action by the Instructional Director and Associate Superintendent.

3. When a request is approved by the principal or Instructional Director, or Associate Superintendent, notification and documentation are sent to the school grade manager and/or transcript manager.
4. Requiring additional information holds the request for an additional upload. Approving the request moves it to the next level of approval.
5. Once a grade change is approved, the grade manager is responsible for adjusting the grades in SchoolMAX accordingly and then updating the GPA calculations. Afterwards, the grade manager must complete the grade manager action in the PS-140 to document that all changes have been made. The grade manager will also be responsible for ensuring the completed grade change request and accompanying documents/evidence from the PS-140 are placed in the student's cumulative folder, unless it involves a final grade change.
6. If a grade change involves changing a final grade, notification will be sent to the transcript manager who will be responsible for adjusting the final grade in the transcript module accordingly.
7. The transcript manager will then be responsible for ensuring the updated transcript and completed grade change request along with accompanying documents/evidence from the PS-140 are placed in the student's cumulative folder. Finally, the transcript manager must complete the transcript manager action in the PS-140 to document that all changes have been made.
8. At the conclusion of a grade change process, the grade manager and/or transcript manager ensures all related documents - Grade Appeal Form, PS-140, evidence – with signatures and decision are filed in the student cumulative folder.
9. The PS-140 and SchoolMAX grade change reports must be reconciled quarterly by the principal and designees to ensure that documentation is in place for each SchoolMAX entry and to justify any discrepancy.

#### D. **Grade Change Request Process by Role**

1. **Assigned-Teacher Initiated Grade Changes**
  - a. Assigned teachers must use the PS-140 in order to initiate grade change requests during the grade change window.



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- b. The teacher must provide an explanation for the requested change along with accompanying documents/evidence uploaded to the PS-140.
- c. Notification from the PS-140 will be sent to the principal. The principal must approve, deny, or require additional information to support the request for a grade change in the PS-140 prior to the close of the grade change window.
- d. If approved, notification will be sent to the grade manager who will be responsible for adjusting the grade in SchoolMAX and recalculating the GPA. Afterwards, the grade manager must complete the grade manager action in the PS-140 to document that all changes have been made. The grade manager will also be responsible for ensuring the completed grade change request and accompanying documents/evidence from the PS - 140 are placed in the student's cumulative folder, unless it involves a final grade change.
- e. If a grade change request involves changing a final grade, notification will be sent to the transcript manager who will be responsible for adjusting the final grade in the transcript module accordingly. The updated transcript must be printed and the new grade recorded on the transcript will be initialed and dated by the principal. The transcript manager must complete the transcript manager action in the PS-140 to document that all changes have been made. Finally, the transcript manager will also be responsible for ensuring the updated transcript and completed grade change request along with accompanying documents/evidence from the PS - 140 are placed in the student's cumulative folder.
- f. If additional information is required, the principal must indicate their response to the teacher with a reason in the PS - 140. Requiring additional information holds the request for an additional upload. Approving the request moves it to the next level of approval.
- g. If the request is denied, the principal must provide justification to the teacher. The principal's decision may be appealed to the Instructional Director within three school days.
- h. The Instructional Director's decision may be petitioned within five school days each to the Associate Superintendent, then Chief of School Leadership and Support, and finally to the Office of Appeals.
- i. If a teacher needs to request a grade change outside of the grade change window, the teacher must submit all accompanying documents/evidence to the principal to request action by the Instructional Director. The teacher must



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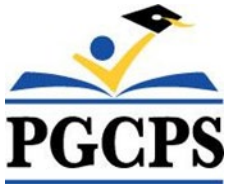
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provide an explanation for the requested change, reason for initiating outside of the grade change window, and evidence to support the grade change request.

### 2. Principal Initiated Grade Changes

- a. Principals must use the PS-140 in order to initiate grade change requests during the grade change window.
- b. The principal must provide an explanation for the requested change along with supporting documents/evidence uploaded to the PS-140.
- c. The teacher must respond in the PS-140 to indicate whether he or she is in agreement or not in agreement with the initiated grade change request. A teacher will have up to two school days to indicate their response in the PS-140. Teacher disagreement, or failure to respond, will not supersede or delay the decision of the Instructional Director.
- d. Failure to respond within two school days will not delay the processes of approval or filing. If the teacher did not provide input, the instructional director will check “teacher failed to provide input” on the PS-140.
- e. Notification from the PS-140 will be sent to the Instructional Director. The Instructional Director must approve, deny, or require additional information to support the request for a grade change in the PS-140.
- f. If approved, notification will be sent to the grade manager. The grade manager is responsible for adjusting the grades in SchoolMAX accordingly and then updating the GPA calculations. Afterwards, the grade manager must complete the grade manager action in the PS-140 to document that all changes have been made. Finally, the grade manager will also be responsible for ensuring the completed grade change request and accompanying documents/evidence from the PS - 140 are placed in the student’s cumulative folder, unless it involves a final grade change.
- g. If a grade change request involves changing a final grade, notification will be sent to the transcript manager who will be responsible for adjusting the final grade in the transcript module accordingly. The transcript manager must complete the transcript manager action in the PS-140 to document that all changes have been made. Finally, the transcript manager will also be responsible for ensuring the updated transcript and completed grade change request along with accompanying documents/evidence from the PS - 140 are placed in the student’s cumulative folder.
- h. If additional information is required, the Instructional Director must indicate their response to the principal with a reason in the PS-140. Requiring



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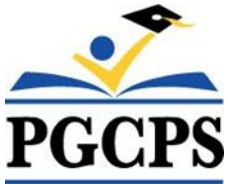
additional information holds the request for an additional upload. Approving the request moves it to the next level of approval.

- i. If the request is denied, the Instructional Director must provide justification to the principal who will notify the person who made the request. The Instructional Director’s decision may be appealed to the Associate Superintendent within three school days.
- j. The Associate Superintendent’s decision may be petitioned within five school days each to the Chief of School Leadership and Support, and finally to the Office of Appeals.
- k. If a grade change request needs to be initiated outside of the grade change window, the principal must submit all accompanying documents/evidence to request action by the Instructional Director. The principal must provide an explanation for the requested change, reason for initiating outside of the grade change window, and evidence to support the grade change request.

### 3. Instructional Director Initiated Grade Changes

- a. The Instructional Director must use the PS-140 in order to initiate grade change requests.
- b. The Instructional Director must provide an explanation for the requested change along with accompanying documents/evidence uploaded to the PS-140.
- c. The teacher must respond in the PS-140 to indicate whether he or she is in agreement or not in agreement with the initiated grade change request. A teacher will have up to two instructional days to indicate their response in the PS-140. Teacher disagreement or failure to respond will not supersede or delay the decision of the instructional director. Failure to respond within two instructional days will not delay the processes of approval or filing. If the teacher did not provide input, the Associate Superintendent will check “teacher failed to provide input” on the PS-140.
- d. Notification from the PS-140 will be sent to the Associate Superintendent. The Associate Superintendent must approve, deny, or require additional information to support the request for a grade change in the PS-140.
  - i. If approved, notification will be sent to the grade manager. The grade manager is responsible for adjusting the grades in SchoolMAX accordingly and then updating the GPA calculations. Afterwards, the grade manager must complete the grade manager action in the PS-140 to document that all changes have been made. The grade manager will also be responsible for ensuring the completed grade change request and accompanying documents/evidence from the PS-140 are placed in the student’s cumulative folder, unless it involves a final grade change.





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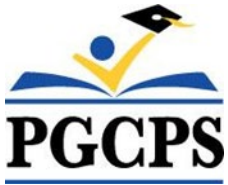
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- ii. If a grade change involves changing a final grade, notification will be sent to the transcript manager who will be responsible for adjusting the final grade in the transcript module accordingly. The updated transcript must be printed and the new grade recorded on the transcript will be initialed and dated by the principal. The transcript manager must complete the transcript manager action in the PS-140 to document that all changes have been made. Finally, the transcript manager will also be responsible for ensuring the updated transcript and completed grade change request along with accompanying documents/evidence from the PS - 140 are placed in the student's cumulative folder.
  - iii. Requiring additional information holds the request for an additional upload. Approving the request moves it to the next level of approval.
  - iv. If the request is denied, the Associate Superintendent must provide justification to the Instructional Director who will notify the person making the request. The Associate Superintendent's decision may be petitioned within five school days each to the Associate Superintendent, then Chief of School Leadership and Support, and then to the Office of Appeals.
  - v. The Associate Superintendent's decision may be appealed within five school days each to the Chief of School Leadership and Support, and finally to the Office of Appeals.
4. **Dual Enrollment/Maryland Virtual Learning Online (MVLO) Grade Changes**
- a. Due to the misalignment of quarter and semester grading systems for PGCPS, dual enrollment colleges/universities, and MVLO courses, schools will need to place a grade of UC for the quarters where there are no grades received from the college/university at the time that PGCPS grades are due. See Administrative Procedure 5121.3 Grading and Reporting High School.
  - b. Once final grades have been received from the college/university or MVLO course, the school should enter the letter grade received from the college/university or MVLO course into the appropriate quarter(s). Fall Semester = quarter 2; Spring Semester = quarter 4.
  - c. For students who receive grades after the grading window or who have grade changes at their college/university, a Dual Enrollment Grade Changes Exception Notice (Attachment B) must be completed and attached to the copy of the official transcript from the college/university. Both documents (the notice and transcript) must be placed in the student's cumulative folder.



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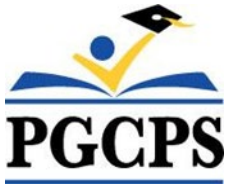
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- E. **Grade Appeals** - Grade Appeals may be initiated by the parent/guardian or student 18 years of age or older. The requirements for the respective appeals are as follows:
1. **General**
    - a. Report card quarter or final grades may be appealed for students in grades K-12. Progress report grades and grades for transfer students are not eligible for the grade appeals process. Grades overridden by teachers and/or grade managers during the active grade publishing window do not require a grade change in the PS-140.
    - b. Notification will be posted on the systemic calendar posted on the PGCPS website informing parents of the timeline for filing grade appeals at the end of each grading period.
    - c. The parent, guardian, or student 18 years of age or older must initiate grade appeals within 5 school days of the release of report cards, with the exception of the 4th quarter and Summer Grade Appeals, as outlined in paragraph F.4. of this section.
    - d. All appeals must be completed on the Grade Appeal Form (Attachment A) and include evidence which is not limited to:
      - i. Written communication
      - ii. Student work
      - iii. SchoolMAX reports
    - e. Appeal must be made to the school in which the grade was earned.
  2. **Grounds for Appeal** - Grade appeals may only be initiated for the following reasons. In each case, proper evidence must be provided and attached to the Grade Appeal Form (Attachment A). This evidence will be uploaded into the PS-140 by school-based staff to support the request.
    - a. Completion of make-up work. A copy of the completed make-up work must be scanned and uploaded to the PS-140;
    - b. Error in grade entry or calculation in the teacher gradebook or schedule of courses;
    - c. Lawful absences as defined in COMAR and Administrative Procedure 5113 Student Attendance, Absence, and Truancy; or
    - d. Failure to provide allowable accommodations, supplemental aid or services in accordance with a student's IEP or 504 plan.
- F. **Process of Appeals**



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#### 1. Parent Initiated Grade Appeals

- a. The parent/guardian or student 18 years of age or older must submit a Grade Appeal Form (Attachment A) to the teacher and principal identifying the reason for appeal with supporting evidence within the Grade Appeal Window.
- b. Appeals that lack evidence supporting the concern can be denied.
- c. The teacher must respond to the request for appeal within two school days. If the teacher is in agreement, he or she must indicate their response on the Grade Appeal Form (Attachment A). Then, the teacher must initiate a grade change using the PS-140 and upload the Grade Appeal Form and accompanying documents/evidence prior to the end of the grade change window. A Grade Appeal Committee meeting is **not** required if the teacher agrees with the appeal.
- d. If the teacher is not in agreement with the request for the appeal, he or she must provide a reason and evidence by responding on the Grade Appeal Form within two school days. The parent must be notified of the teacher's response. The teacher's response must be sent as notification to the parent. The parent may request that the principal continue the appeal to the Grade Appeal Committee.
- e. If the teacher has not responded within two school days of the initial appeal, the principal will forward the Grade Appeal Form and evidence to the Grade Appeals Committee. If the teacher did not provide input during the initial appeal, the SIT chairperson will check "teacher failed to provide input" on the Grade Appeal Form. Additionally, if the grade appeal is approved, the SIT Chairperson will check "teacher failed to provide input" in the PS-140 as well. The principal may not participate as part of the Grade Appeal Meeting.
- f. The SIT Chairperson will convene the Grade Appeal meeting for grade appeals to weigh the evidence provided by all parties as well as evidence collected during the process of investigation.
- g. The SIT Chairperson must document a list of participants and their signatures, the decision, and the justification for the decision on the Grade Appeal Form. If the grade appeal is approved, the SIT Chairperson must also indicate the approved grade on the Grade Appeal Form. All submitted evidence and the Grade Appeal Form must be filed in the student's cumulative folder at the conclusion of the meeting regardless of the decision.



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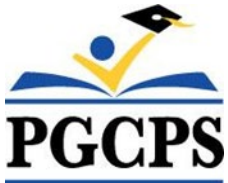
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- h. The Grade Appeal Committee will render a decision regarding the appeal no later than four school days prior to the close of the grade change window. All parties will be notified within four school days of the close of the grading window.
- i. If the Grade Appeal Committee denies the request for grade appeal, the parent may request that the principal continue the appeal to the Instructional Director. This must be done within 3 school days of receiving the decision from the Grade Appeal Committee.
- j. An appeal denied by the Instructional Director may be petitioned within five school days each to the Associate Superintendent, then Chief of School Leadership and Support, and finally to the Office of Appeals.
- k. If the Grade Appeal Committee approves the appeal for a grade change, the SIT Chairperson will indicate the decision and the justification for the decision on the Grade Appeal Form and initiate a grade change request using the PS-140 prior to the closing of the grade change window.
- l. Once approved, notification will be sent to the grade manager who will be responsible for adjusting the grade in SchoolMAX and recalculating the GPA. The grade manager is then responsible for adjusting the grades in SchoolMAX accordingly and then updating the GPA calculations. Afterwards, the grade manager must complete the grade manager action in the PS-140 to document that all changes have been made. The grade manager will also be responsible for ensuring the completed grade change request and accompanying documents/evidence from the PS - 140 are placed in the student's cumulative folder, unless it involves a final grade change. The grade manager will also be responsible for ensuring the completed grade change request and accompanying documents/evidence from the PS - 140 are placed in the student's cumulative folder, unless it involves a final grade change.
- m. If a grade change involves changing a final grade, notification will be sent to the transcript manager who will be responsible for adjusting the final grade in the transcript module accordingly. The updated transcript must be printed and the new grade recorded on the transcript will be initialed and dated by the principal. The transcript manager must complete the transcript manager action in the PS-140 to document that all changes have been made. Finally, the transcript manager will also be responsible for ensuring the updated transcript and completed grade change request along with documentation from the PS - 140 is placed in the student's cumulative folder.



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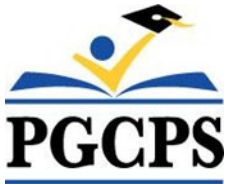
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- n. The principal will be responsible for approving or requesting additional information for grade change requests entered in the PS-140 by the SIT Chairperson as a result of an approved grade appeal by the Grade Appeal Committee.

#### 2. **SIT Chairperson Initiated Grade Changes**

- a. Grade change requests initiated by the SIT Chairperson must only occur as a result of the approval outcome of a Grade Appeal Meeting.
- b. Grade Appeal meetings will occur at least once a quarter, if the need arises, and will be held no later than four school days prior to the close of the grade change window.
- c. The principal may not be a participant in the grade appeal meeting.
- d. Grade changes initiated by the SIT chairperson must be completed using the PS-140 no later than four school days prior to the close of the identified grade change window. The SIT Chairperson must provide an explanation for the requested change along with uploading evidence from the original appeal and supporting grade change documents to support the grade change.
- e. Notification from the PS-140 will be sent to the principal to approve, or require additional information to support the request for a grade change in the PS-140. The principal must approve, or require additional information to support the request for a grade change in the PS-140.
- f. If approved, notification will be sent to the grade manager who will be responsible for adjusting the grade in SchoolMAX and recalculating the GPA. Afterwards, the grade manager must complete the grade manager action in the PS-140 to document that all changes have been made. The grade manager will also be responsible for ensuring the completed grade change request and accompanying documents/evidence from the PS - 140 are placed in the student's cumulative folder, unless it involves a final grade change.
- g. If a grade change involves changing a final grade, notification will be sent to the transcript manager who will be responsible for adjusting the final grade in the transcript module accordingly. The updated transcript must be printed and the new grade recorded on the transcript will be initialed and dated by the principal. The transcript manager must complete the transcript manager action in the PS-140 to document that all changes have been made. Finally, the transcript manager will also be responsible for ensuring the updated transcript



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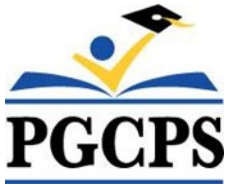
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and completed grade change request along with documentation from the PS - 140 is placed in the student's cumulative folder.

- h. If additional information is required, the principal must indicate their response with a reason in the PS-140.
  - i. If an approved grade appeal needs to be initiated outside of the grade change window, the principal must submit all required documentation to request action by the Instructional Director. The principal must provide an explanation for the requested change, reason for initiating outside of the grade change window, and evidence to support the grade change request.
3. **Multiple Students Appeals** - Appeals for multiple students in the same class require the completion of the Grade Appeal Form for each student. If approved, evidence must accompany the PS-140 in each student's cumulative folder.
  4. **4th Quarter and Summer School Grade Appeals**
    - a. Fourth quarter and summer grade appeals must be submitted by the fifth school day of the next (new) school year.
    - b. Parents may present the Grade Appeal Form and supporting documentation for the previous school year at any time between the first professional duty day and the fifth school day of the new school year. The school principal or instructional director may initiate an electronic PS-140 per the grade change window calendar.
    - c. All grade appeals will be reviewed after the start of the new school year in order to ensure that all policies and procedures are followed.
    - d. For students in grade 12, the principal will review all grades after the 4th quarter senior grading window is closed. If the principal finds evidence that a 4<sup>th</sup> quarter grade was submitted that is not aligned with the grade submitted during the progress report period and evidence from monitoring the required number of grades per week does not support the grade submitted by the teacher, the principal may make a request to the Instructional Director to authorize a grade change during the 4th quarter senior grade change window. If approved, the principal must then complete the PS-140 for final approval by the Instructional Director.



## ADMINISTRATIVE PROCEDURE

### GRADE CHANGE AUTHORIZATION AND APPEALS

5116

Procedure No.

May 1, 2023

Date

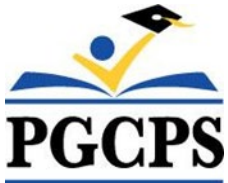
- e. Summer school grade appeals for credit recovery and original credit courses are to be submitted to the summer principal for review of the evidence and processing.
5. **The International High School** follows the grade change process available through the handbook.

VII. **EXCEPTIONS TO THE USE OF THE PS-140 ELECTRONIC TOOL:** Grade change record keeping is to be captured by use of the PS-140 electronic tool. In extreme cases where the PS-140 cannot be utilized, the area Associate Superintendent may submit a memo with written justification to the Chief Academic Officer to forgo the PS-140 process and to make grade changes in SchoolMAX.

- A. The justification must include a list with each student name, student number, school name, school number, and the circumstances to forgo the PS-140 process.
- B. If approved, the Chief Academic Officer will provide written confirmation, and the Associate Superintendent will enlist appropriate staff to complete the action in SchoolMAX and file documentation in each student's cumulative folder.
- C. The Chief Academic Officer will provide written notice with the details for the approved student records to the Chief of School Support and Leadership, the Chief Accountability Officer, and the Associate Superintendent of Student Services for use in their reconciliation and auditing duties. This notice will remain on file in each office for a minimum of five years.

VIII. **MONITORING AND COMPLIANCE:** In an effort to ensure that the grade change request and appeals process is implemented, the following monitoring tools and processes will be utilized annually.

- A. The principal will facilitate training for all school staff with grading responsibilities to review the grade change authorization and appeals administrative procedure by September 30<sup>th</sup> of each school year. A record containing staff signatures to signify completion of this task will be sent to the Area Office and kept on file in the principal's office for four (4) years.
- B. All designated staff members (i.e. Grade Manager, Transcript Manager, Principal, SIT Chair, Instructional Directors) will participate in an annual training of the grade management and grade change process. Principals will be required to identify their school-based designees including their Grade Appeals Committee to their Instructional Directors and IT no later than September 30<sup>th</sup> annually.



# ADMINISTRATIVE PROCEDURE

## GRADE CHANGE AUTHORIZATION AND APPEALS

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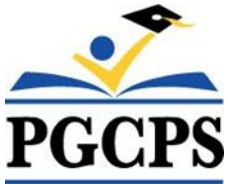
Date

- C. Grade managers and transcript managers should work closely with school staff, principals and instructional directors to reconcile PS-140 and SchoolMAX reports quarterly and ensure that all documents have been filed accurately.
- D. Monitoring and Accountability staff will utilize PS-140, SchoolMAX, APEX, and other tools to generate quarterly reports, and forward a report to the Chief Accountability Officer, Chief of School Leadership and Support, Associate Superintendents of Student Services and Special Education, Chief Academic Officer and Internal Audit no later than five school days after the deadline for quarterly grade changes. Reports will include a master report of all PS-140 grade change requests, a reconciliation report of PS-140 data to SchoolMAX data for use with cumulative folder audits, trend data, and data summary grade changes.
- E. The Departments of Special Education and Student Services will manage an annual audit of student cumulative folders in elementary school, middle school and high school to ensure compliance with the grade change authorization and appeals administrative procedures. Findings from the audit will be shared with Area Offices to determine next steps and ways to support schools to ensure full compliance with the grade change authorization and appeals process.
- F. Internal Audit will perform a Grade Change Validity Audit annually in accordance with COMAR 13A.03.02.08C. The Grade Change Validity Audit will be performed for each school year and must be completed by September 30. The Chief Accountability Officer will submit a copy of the Grade Change Validity Audit to the Maryland State Superintendent of Schools by October 1. The audit report should include: a.) Scope and Methodology; b.) Summary of Findings and Results; and, c.) Corrective Actions Taken. Audit Documentation must be retained on file and could be subject to audit by the Maryland State Department of Education.

### IX. RELATED PROCEDURES:

- Administrative Procedure 5111.2, Admission of Students from Non-Approved or Non-Accredited school grades 9 to 12;
- Administrative Procedure 5113, Student Attendance, Absence, and Truancy;
- Administrative Procedure 5121.1, Grading and Reporting for Elementary Schools, Early Childhood Through Grade Five;
- Administrative Procedure 5121.2, Grading and Reporting for Middle Schools, Grade Six Through Grade Eight;





# ADMINISTRATIVE PROCEDURE

## GRADE CHANGE AUTHORIZATION AND APPEALS

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- Administrative Procedure 5121.3, Grading and Reporting for High Schools, Grade Nine Through Grade Twelve; and
- Administrative Procedure 5125, Individual Student School-Based Records

X. **LEGAL REFERENCE:**

- Maryland Annotated Code, Education Article, §7-301 and 7-302; and
- COMAR (Code of Maryland Regulations) 13A.03.02.08

XI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Division of Academics will be responsible for updating these procedures as needed.

XII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedures cancels and supersedes Administrative Procedure 5116 dated September 8, 2021.

XIII. **EFFECTIVE DATE:** May 1, 2023

Attachments:

Attachment A – Grade Appeal Form

Attachment B – Dual Enrollment Grade Change Exception Notice