

**SUBJECT: GRADE CHANGE POLICY**

**PUPRPOSE:** The Governance Council is committed to proper and correct recording of student grades. Pursuant to this end, in the case of an error, the CAO/Principal is to effect procedures to correct grade errors in such a manner that is consistent with state law and NMPED regulations.

**POSITION:** Once a student's grades are reported on the transcript, they are considered final and official. All requested changes to a final grade, including a request made due to a clear mistake or clerical error in grade submission, must be made according to protocol.

**REQUIREMENTS:**

- (A) In the case of clerical error, a written request from the teacher which includes a brief explanation for grade change requested, signed and dated, shall be submitted to the CAO/Principal. The CAO/Principal shall review the request, approve or disapprove it, sign and date and forward it as follows:
1. *Approved requests* shall be forwarded to the building registrar. The registrar shall make the requested change and shall maintain a permanent file of all requests made.
  2. *Disapproved requests* shall be forwarded to the school registrar. The registrar shall forward a copy of the disapproved request to the originator and shall maintain a copy in a permanent file of all requests made.
- (B) Requests from a student's parent or legal guardian or student of legal age to change a grade, shall be made in the form of a written request from a student's parent or guardian stating the reason for such a request. The request shall be submitted to the CAO/Principal.. The CAO/Principal shall respond in writing to the requesting parent or legal guardian or student of legal age within 10 school days, and said response shall state whether the request is denied or allowed, and the grade entered if allowed, ensuring that school policy was followed. All such requests must meet the following criteria, in accordance with 6.30.10.8 NMAC:
1. Permits a course grade change upon receipt of a signed, written request from a student's parent(s) or legal guardian or student of legal age that states the reasons for the requested grade change;
  2. Is based on articulated reasons that are stated in the response, such as extenuating circumstances, additional graded work submitted by the student, additional or make-up testing, or any other meaningful criteria that can be verified;

3. Is equally available to all students who are similarly situated;
  4. Is within strict adherence to the federal Family Educational Rights and Privacy Act (FERPA);
  5. Requires written input from the student's classroom teacher who issued the grade in dispute, who shall state reasons to support or oppose the requested grade change and shall not be pressured into or retaliated against for making a certain recommendation; if the teacher is unavailable, the CAO/Principal shall document his/her attempts to gain input from the teacher and reasons for grade change, if approved;
  6. Requires, unless a student is still enrolled in the school at the time of the grade change request, that the request be within a reasonable period of time after the student has exited the school, unless extenuating circumstances permit consideration of a longer time;
  7. Determines if course grade change documents are to be maintained in a student's permanent record or maintained in a separate file that is destroyed after the student graduates, transfers from or otherwise leaves the school;
  8. In no way limits or attempts to limit the rights afforded to parents under federal regulations 34 CFR 300.618-300.621 under the Individuals with Disabilities Education Act, and 34 CFR 99.20-99.22 under FERPA, both as they relate to amendment of a student's educational records.
- (C) No changes are permissible to any test results on statewide tests used to determine adequate yearly progress or graduation from high school. However, where there is a need to change such a score due to a clearly clerical mistake, as when a student has been misidentified, the school shall promptly notify the assessment and accountability division of the New Mexico Public Education Department for guidance (6.30.10.8 NMAC).

*Legal Reference: 6.30.10.8 NMAC New Mexico Board of Education School IPM Rule, Federal Regulations 34 CFR 300.618-300.621 under IDEA 34 CFR 99.20-99.22 under FERPA*

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