

A Message to Parents

Procedures for Grade Appeals

- Grade appeals initiated by the parent must be completed within 5 school days of the release of report cards. Quarter 1 report cards are scheduled to be released on November 20, 2018. Appeals must be made by November 25, 2018. **Grade Appeal Update: Appeals must be made by December 3, 2018.**
- Parents must submit a [Grade Appeal Reporting Form](#) to the teacher and principal identifying the reason for the appeal with supporting evidence. Reasons for an appeal include:
 - Completion of make-up work. A copy of the completed make-up work must be attached to the electronic grade change authorization form.
 - Error in grade entry or calculation
 - Other reasons such as: lawful absences, and student transfers, etc.
- Appeals that lack evidence supporting the concern will not be addressed. Evidence includes, but is not limited to:
 - Written communication
 - Student work
 - SchoolMax reports
- If the teacher is in agreement with the request of the grade change based on the evidence presented, the teacher will initiate a grade change.
- If the teacher is not in agreement with the request of the grade change based on the evidence presented, they will provide a rationale and evidence to the parent and SIT Chairperson (*Student Intervention Team Chairperson*) within two days.
- The SIT Chairperson will convene a SIT appeal hearing to weigh the evidence provided by all parties as well as evidence collected during the process of the investigation.
- The SIT Committee will render a decision regarding the concern prior to the close of the grade change window. The grade change window for quarter 1 opens on November 26, 2018 and closes on December 7 2018.