



Procedures for Grade Appeal

Within five (5) days upon receipt of a report card by the parent/guardian, report card grades may be appealed in writing. The steps of the appeal process is as follows:

- 1) The parent/guardian will confer with the teacher and provide the reason(s) for appealing the grade. If the parent/guardian is dissatisfied with the resolution they may appeal the teacher's decision to the principal or designee.
- 2) The principal or designed will confer with the parent/guardian and teacher, make decision and provide a written response. This decision will be included in the cumulative folder.
- 3) If the principal deems that a quarter grade submitted for a student should be different than what is reflected on the report card, the principal is required to submit a Grade Change Authorization Form (Form PS-140) to the School Instructional Team (SIT) with evidence and rationale for changing the grade. The decision of the SIT must be conveyed to the teacher that submitted the grade within 48 hours.
- 4) If the parent/guardian wishes to appeal the principal's decision, he/she will request a conference with the Area Associate Superintendent. A further appeal may be made to the Office of Appeals.
- 5) Appeals of grades will be considered if they are based on one or more of the following reasons:
 - a. There is an allegation of an error in averaging or in data entry.
 - b. There is an allegation that factors other than those established at the beginning of the school year were used to determine the grade.
 - c. There is an allegation of personal teacher bias.
- 6) At each level of appeal, the written decision must be provided to the parent, student and teacher. The request and written decision also must be included in the cumulative folder.
- 7) At any level of the appeal, if a grade change is authorized, a Grade Change Authorization Form (Form PS-140) must be completed.



Grade Appeal Form

Attachment A to Administrative Procedure 5116 Grade Change Authorization and Appeals
Prince George's County Public Schools

This form is used to allow parents/guardians students over age 18 or staff to request a grade change within five days of the release of report cards. After the form has been completed by the parent/guardian, the appeal form and supporting evidence will be submitted to the teacher, who will respond to the request (page 1). Following the teacher response, the principal will provide a decision (page 2). If utilized, the SIT Committee will provide a decision to the parent and teacher (page 3). All completed forms must be filed in the student cumulative folder at the conclusion of the grade appeal.

Parent, Guardian, or Student over the age of 18 section

Student Name _____ Student Number _____

Course _____ Teacher Name _____

Submitter Name _____ Date of Submission _____

Initial grade _____

Reason for Grade Change Request:

_____ Completion of make-up work. A copy of the completed make-up work must be scanned and attached to the electronic grade change authorization form;

_____ Error in grade entry or calculation in the teacher gradebook;

_____ Lawful absences as defined in COMAR and AP 5113 Student Attendance, Absence, and Truancy, including student illness; or

_____ Failure to provide allowable accommodations, supplemental aid or services in accordance with a student's IEP or 504 plan.

1. Explanation of concern (Please provide details that would be used to determine the validity of the concern): _____

2. Explanation of evidence (Please attach evidence): _____

The information presented is, to the best of my knowledge, accurate:

Student Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Parent/Guardian Contact Information _____



Grade Appeal Form

Attachment A to Administrative Procedure 5116 Grade Change Authorization and Appeals
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Grade Appeal Form continued School Officials section

Teacher Response

1. Teacher Response to appeal (Please attach teacher evidence):

I am in agreement and will initiate a PS-140 to reflect the changing of grade
from a _____ to _____.

I am not in agreement and will be initiating a Grade Appeal Response form that will be
submitted with this form.

Teacher Name

Teacher Signature

Date

Principal Decision

There is sufficient evidence to warrant a grade change and move this concern to the Student
Intervention Team (SIT) Grade Appeal Committee to reflect the changing of grade
from _____ to _____.

There is insufficient evidence provided to warrant a grade change and/or move this concern to
the Student Intervention Team (SIT) Grade Appeal Committee.

Principal Name

Principal Signature

Date

If a grade change is authorized to occur, the teacher, if in agreement, or principal must initiate the PS-140 attaching this completed form and all evidence involved in the determination. The teacher has the authority to check that they are not in support of the grade change. This does not, however, overrule the findings of the committee.