

SY2020 Grade Change Process – Rev. 08/22/2019

School Grade Change Window (chart)

The School Grade Change Window outlines the dates in which school based staff can submit a grade change request using the Grade Change Authorization Application (PS-140). To ensure all steps are followed accurately, please refer to the Administrative Procedure 5116 Grade Change Authorization and Appeals. Note: Principals must submit a request to their Instructional Director for all grade change requests made outside of the grade change window.

Grade Period	Grade Change Window	Teacher & SIT Chair Grade Change Window	Principal Grade Change Window
1	11/19/2019 - 12/06/2019	11/07/2019 - 12/06/2019	11/07/2019 - 12/06/2019
2	02/07/2020 - 02/21/2020	01/28/2020 - 02/21/2020	01/28/2020 - 02/21/2020
3	04/16/2020 - 04/28/2020	04/01/2020 - 04/28/2020	04/01/2020-04/28/2020
4	07/01/2020- 09/20/2020*	06/16/2020 - 06/19/2020**	06/16/2020 - 06/19/2020**

* Dates may change. Will update upon approval of SY21 school calendar.

** Dates will be adjusted to accommodate inclement weather days.

Parent Grade Appeal Window (chart)

Grade Period	Grade Change Type	Deadline
1	Parent Grade Appeals must be made by	11/26/2019
1	All approved grade changes submitted by	12/06/2019
2	Parent Grade Appeals must be made by	02/14/2020
2	All approved grade changes submitted by	02/24/2020
3	Parent Grade Appeals must be made by	04/22/2020
3	All approved grade changes submitted by	05/06/2020
4	Parent Grade Appeals must be made by	09/15/2020*
4	All approved grade changes submitted by	10/06/2020*

* Dates may change. Will update upon approval of SY2021 calendar.