



# 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 \_\_\_\_\_



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## Grade Appeal Form continued School Officials section

### Teacher Response

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

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\_\_\_ 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.



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## Grade Appeal Form continued SIT Committee section

If the SIT Grade Appeal Committee is utilized for this appeal, they must record feedback to the Parent and Teacher regarding the decision of the SIT Committee. If the decision warrants a grade change, this form along with the evidence and PS-140 form must be filed in the student's cumulative folder.

### Decision of Committee

2. Grade Appeal outcome: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Rationale and findings of SIT Grade Appeal Committee: \_\_\_\_\_

\_\_\_\_\_

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Grade input change (If deemed appropriate by SIT Committee): From \_\_\_\_\_ to \_\_\_\_\_

Committee Member Signatures:

\_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ SIT Committee Chairperson Name    \_\_\_\_\_ SIT Committee Chairperson Signature    \_\_\_\_\_ Date

\_\_\_\_\_ Principal Name    \_\_\_\_\_ Principal Signature    \_\_\_\_\_ Date

If a grade change is authorized to occur, the SIT Chairperson 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.