## San Diego Unified School District GRADE CHANGE APPEAL FORM

The information below must be completed and submitted to the site principal, only after conferencing with the teacher and principal. An appeal will not be processed without all evidence required. The deadline for submitting a Grade Change Appeal is the end of the quarter/semester following the term in which the grade was issued.

Student Name	School Name:	
Parent/Guardian Name		
Address		
Telephone (Home) ( )	(Cell) ()	
Student Date of Birth	Student ID	
Subject/Grade Level		
Teacher Name:		
Date (month, year) of Grade Report	School Year 20 -	

## Grade change appeals will not be considered unless evidence of all criteria listed below is provided:

- 1. Parent/guardian discusses teacher's rationale for issuing grade with the teacher and obtains a written explanation from the teacher as to how the grade was determined.
- 2. Parent/guardian provides the circumstances pertaining to the grade change request in writing to the site principal/administrator.
- 3. Principal meets with the parent/guardian to discuss the grade change appeal request.
- 4. Parent/guardian receives the decision in writing from the principal that upholds the teacher's grade, including rationale.

I understand that a grade given by a teacher shall be final and cannot be changed unless the evidence I provide substantiates that it was given fraudulently, in bad faith, because of incompetency or because of clerical or mechanical mistake pursuant to Education Code 49066(b). Please indicate which category pertains to this grade appeal:

📼 Fraud 🛛 📼 Bad Faith 📼 Incompetence 📼 Clerical or Mechanical Mistake

I (We) also understand that a copy of this complaint will be given to the teacher named on this form and the site principal/administrator, and both will be given the opportunity to respond to this request.

I (We) certify under penalty of perjury that the foregoing is true and correct.

Executed this	day of		, , at San Diego, California.	
	Day	Month	Year	
Signatures:	Student: Parent/Guardian	:		

I certify that all required steps have been concluded at the site level and all documentation has been compiled. All documentation, including this form, will be shared with the Office of Leadership and Learning via a Google folder.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SDUSD defines the four allowable categories for a grade change as follows: **Bad Faith** – A finding of Bad Faith should be supported by evidence that the instructor harbored ill-will or discriminatory intent, which motivated the instructor to assign a student a grade lower than the grade the student should have earned based on objective criteria. **Fraud** – A finding of Fraud should be supported by evidence that the instructor deliberately sought to misrepresentation the truth or a fact used to determine the final grade. **Incompetence** – A finding of Incompetence should be supported by evidence that the instructor be found in lack of ability, qualification, fitness, or performance. **Mistake** – A finding of

Mistake should be supported by evidence that the final grade assigned by the instructor was derived from a miscalculation while compiling the final grade.