

May 26, 2021

**AMEND BOARD REPORT 10-0324-PO1**  
**GRADE CHANGE POLICY**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS:**

That the Chicago Board of Education ("Board") amend Board Report 10-0324-PO1 Grade Change Policy be amended to update for appropriate titles and department names. The amended policy was posted for public comment March 24, 2021 to April 26, 2021.

**PURPOSE:** The objectives of this policy are: (1) to establish requirements to authorize changes to a student's quarter, semester and final grades; and (2) implement the new grade change audit system; and (3) to establish audit requirements and accountability measures to ensure the integrity of the grading system.

**POLICY TEXT:**I. Principal's Responsibilities - General

1. The Principal is responsible for communicating grading requirements and standards to teachers and their school grading ~~coordinators~~ ~~coordinator(s)~~ annually no later than the teacher institute days that precede the opening of each school year.

2. The Principal is responsible for designating a school grading ~~coordinators~~ ~~coordinator(s)~~ and assigning them permissions to record and maintain student grades within the District's system of record ("~~IMPACT~~") ("Aspen").

3. The Principal is ~~also~~ responsible for complying and for ensuring that all school staff comply with the requirements and procedures ~~set out~~ in this policy for implementing any changes to quarter, semester, and final student grades.

4. The Principal is responsible for ensuring the integrity of the grades recorded and issued by their school and for the maintenance of accurate grade records. The Principal ~~must~~ ~~shall~~ monitor grade reporting and grade changes to ensure accuracy and compliance with the requirements of this policy.

II. Teacher's Responsibilities

1. Teachers are responsible for evaluating students and for determining students' grades in the subject area or activity for which the teacher is responsible. Teachers ~~must~~ ~~shall~~ use the approved grading scale and system to evaluate pupil performance and progress and ~~shall~~ assign grades based upon the teacher's professional judgment of the student's work.

2. The teacher ~~must~~ ~~shall~~ keep written, accurate evaluation records for each student and ~~shall~~ maintain ~~such the~~ records in compliance ~~accordance~~ with the Board's ~~policy and guidelines on the maintenance of student records. Records Management and Retention Policy, Student Records Management and Retention Policy, and related guidelines.~~

3. The teacher ~~must~~ ~~shall~~ timely submit marking period grades for each student in ~~IMPACT~~ Aspen on or before the published deadline.

4. The teacher ~~must~~ ~~shall~~ be prepared to justify assigned grades.

5. Teachers are responsible for validating their students' quarter, semester, and final must grade(s) before they are posted.

### III. Grade Coordinator Responsibilities

1. A school's grade coordinator is responsible for making adjustments authorized by the Principal to quarter, semester, or final student grades in IMPACT Aspen.

2. For grade change requests occurring before the grade is issued (~~for example, e.g.~~ when a teacher fails to submit their quarter, semester, and final grades grade(s) on or before the published deadline) the grade coordinator must shall record the teacher-assigned grade for each affected student in IMPACT Aspen upon receipt of a completed Grade Change Authorization Form signed by the Principal.

3. For grade change requests occurring after the grade is issued, grade coordinators must shall only record grade changes in IMPACT Aspen that comply with the requirements set out in sections V, VI, and VII of this Policy, as applicable.

4. ~~Nothing in this section shall be read to~~ This section III does not limit the Principal's responsibility to ensure the integrity of all grades recorded in IMPACT Aspen.

### IV. Reasons for Grade Change

~~Once a~~ quarter, semester, or final grade ~~has been issued, that grade~~ may only be changed after it has been issued for the following reasons:

1. miscalculation of test or assignment scores;
2. a technical error in assigning a particular grade or score;
3. the evaluation of an extra assignment which impacts upon a grade;
4. use of an inappropriate grading/evaluation system;
5. failure to meet grade posting deadline causes incorrect grade reporting; or
6. other valid reason when authorized in writing by the ~~Chief Area Officer or equivalent school oversight manager ("CAO")~~ Network Chief or equivalent Network Officer that manages school oversight.

### V. Procedures for Grade Changes Occurring Within 30 School Days

The procedures for approving and administering grade changes occurring within 30 school days from the date the quarter, semester, or final grade was originally issued are as follows:

1. The Principal must determine if the reason for the change is consistent with Section IV above and obtain written GAO approval from their Network Chief or equivalent Network Officer for any changes described under Section IV.6 above;
2. The Principal must shall review all relevant information and ~~shall~~, to the extent practicable, confer with the teacher to discuss the grade prior to making a grade change determination;
3. Only the Principal is authorized to approve ~~such~~ grade changes;
4. If the Principal approves a grade change, the Principal must notify the teacher in writing within three (3) school days of the approval and explain the nature and ~~reasons~~ reason(s) for the change. If the teacher is not in agreement with the Principal's change of grade decision, the teacher may appeal by following the procedures in Section VIII below;
5. The Principal must will notify the parents/guardians of the student of the grade change in writing, after the completion of any appeal filed by the teacher under Section VII below. In the case of an emancipated minor, the Principal must will notify the student in the same manner. ~~Parent/guardian notification shall occur only upon completion of any appeal filed by the teacher under Section VIII below;~~

6. The Principal must complete and sign a Grade Change Authorization Form for all approved grade changes and ensure that the form is maintained in the student's cumulative folder. The Principal ~~must shall~~ notify the grade coordinator of all authorized grade changes and ensure ~~they follow s/he follows~~ all procedures established for making changes to the student's electronic grade record in IMPACT Aspen; and

7. The Principal ~~must will~~ notify their CAO Network Chief or equivalent Network Officer of all approved grade changes by providing a copy of the signed Grade Change Authorization Form or ~~such~~ other documentation specified by the CAO Network Chief or equivalent Network Officer. Nothing herein ~~shall limit~~ in this section V is to limit the CAO's Network Chief's or equivalent Network Officer's authority to require a Principal to furnish additional information on proposed or completed grade changes.

VI. Procedures for Grade Changes Occurring After 30 School Days

1. If more than 30 school days have passed from the date the grade was originally issued, the Principal must provide a written grade change request to the CAO Network Chief or equivalent Network Officer for approval.

2. ~~In such cases, the~~To complete the grade change request, the Principal ~~must shall~~ complete the requirements set-out in sections V.1. and V.2. above and submit the Grade Change Authorization Form to the CAO Network Chief or equivalent Network Officer for approval along with a summary from the Principal and teacher, if available, of the basis and reasons for the change.

3. The CAO Network Chief or equivalent Network Officer will review the matter and determine the appropriateness of the grade change within ten (10) school days of receipt of the Principal referral.

4. The CAO Network Chief or equivalent Network Officer ~~must shall~~ record their determination on the Grade Change Authorization Form and shall notify the Principal and teacher, if available, in writing. The Grade Change Authorization Form ~~must shall~~ be provided to the Principal who will ensure that it is maintained in the student's cumulative folder.

5. The student's electronic grade record in IMPACT Aspen ~~must shall~~ be updated only upon receipt of the fully executed Grade Change Authorization Form. The Principal ~~must will~~ notify the parents/guardians of the determination.

VII. Procedure for Grade Changes Occurring After One Year

If more than one (1) year has passed from the date the grade was originally issued, the Principal and CAO Network Chief/Officer ~~must shall~~ follow the requirements 1 through 4 set-out in section VI. above. In addition: all such changes after one year of the original issued grade must also be approved by the Chief Education Officer or designee Department of Education Policy and Procedures.

1. The Principal must submit the Grade Change Authorization Form to the Department of Education Policy and Procedures for approval.

2. The Department of Education Policy and Procedure will review the matter and determine the appropriateness of the grade change within ten (10) school days of receipt of the Form

3. The Department of Education Policy and Procedures will record their determination on the Grade Change Authorization Form and notify the Principal and teacher, if available, in writing. The Grade Change Authorization Form must be provided to the Principal who will ensure that it is maintained in the student's cumulative folder.

4. The student's electronic grade record in Aspen must be updated only upon receipt of the fully executed Grade Change Authorization Form. The Principal must notify the parents/guardians of the determination.

VIII. Procedure for Teacher Appeal of Grade Change

1. If the teacher is not in agreement with the Principal's determination on whether to change a grade, the teacher may submit a written appeal that includes information on why the grade change should or should not be made.

2. ~~This~~ The written appeal must be sent within five school days of the notification from the Principal of the grade change decision.

3. The written appeal must be sent to the Principal and CAO Network Chief or equivalent Network Officer within five school days of the notification from the Principal of a grade change decision.

4. The Principal ~~must~~ will provide the CAO Network Chief or equivalent Network Officer with a written explanation as to the reasons why the grade change should be upheld.

5. The CAO Network Chief or equivalent Network Officer ~~must~~ will make the final determination as to which of the two grades will stand within five (5) school days of receiving the appeal and will record their determination on the Grade Change Authorization Form. The CAO Network Chief or equivalent Network Officer ~~must~~ shall notify the Principal and teacher in writing of the determination.

6. The Network Chief or equivalent Network Officer ~~must~~ provide the Grade Change Authorization Form ~~shall be provided~~ to the Principal who ~~must~~ will ensure it is maintained in the student's cumulative folder. The Principal ~~must~~ will notify the parents/guardians of the final determination.

IX. Monitoring

The CAO Network Chief or equivalent Network Officer ~~must~~ shall regularly monitor grade changes occurring in their assigned schools using the District's grade change audit system. The ~~Office of P-12 Management Department of Education Policy and Procedures~~ must ~~shall~~ also periodically monitor grade changes for compliance with this policy. Schools are ~~further~~ subject to random grade change audits conducted by the Office of Internal Audit Services.

X. Guidelines

The ~~Chief Education Officer or designee~~ Department of Education Policy and Procedures is authorized to issue guidelines for the effective implementation of this policy, ~~including.~~ ~~The Chief Education Officer or designee~~ ~~Department of Education Policy and Procedures~~ is further authorized to issue transcript modification guidelines that must include, at a minimum, the following:

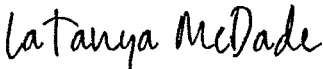
1. ~~documentation and approval requirements for updating transcripts to correct inaccurate entries;~~ include
2. additional entries for authorized courses and credits for transfer students; and
3. ~~include~~ entries for authorized courses completed by CPS students outside of the Chicago Public Schools.

XI. Violations


Failure to abide by this policy or guidelines will subject employees to discipline up to and including dismissal in accordance with the Board's Employee Discipline and Due Process Policy.

LEGAL REFERENCES: 105 ILCS 5/10-20.9a

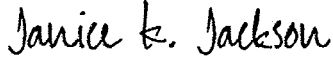
Approved for Consideration:

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