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| Book | Administrative Guideline Manual |
| Section | 5000 Students |
| Title | PROCESSING ACADEMIC GRADE CHANGES-SECONDARY SCHOOLS |
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5421A - **PROCESSING ACADEMIC GRADE CHANGES-Secondary Schools**

- A. As used in these guidelines, "relevant documentation" includes, but is not limited to, the following:
1. Documented proof of a calculation error in computing a student's grade.
 2. Verification from a Student Information System (SIS) grade book, that indicates that the grade was recorded in error.
- B. Any request for an academic grade change made during the current academic year but outside of the timelines specified by the District for entering grades shall be processed as follows:
1. The teacher of record (TOR), or the counselor when the TOR is unavailable for reasons including, but not limited to, extended leave, resignation of position, or termination, shall complete the Academic Grade Change in Columbus City Schools Distributed Application Service (CCSDAS) and attach all relevant documentation supporting such a change. If the TOR is not the originator of the form, they shall be notified via e-mail that an Academic Grade Change has been entered for a student enrolled in a course of which they are TOR.
 2. The completed Academic Grade Change shall be forwarded to the building administrator for their approval.
 - a. If the building administrator rejects the Academic Grade Change, they shall indicate so by selecting "Reject" with the Academic Grade Change and complete a comment indicating the reason for the rejection. This information is then made available via CCSDAS for the originator of the request.
 - b. If the building administrator approves the Academic Grade Change, they shall make the request change within the SIS and then select "Approve" indicating approval of the request in CCSDAS. CCSDAS will generate an email to the originator and TOR (if not the originator) notifying them of the approval.
 3. Should the building administrator initiate the Academic Grade Change, they shall complete the Academic Grade Change and provide notification to the TOR in the same manner as indicated in Division 2 above. Academic Grade Changes initiated by the building administrator are escalated to their respective Area Superintendent for review and approval/rejection.
 - a. If the Area Superintendent rejects the Academic Grade Change, they shall indicate so by selecting "Reject" with the Academic Grade Change and complete a comment indicating the reason for rejection. This information is then made available via CCSDAS for the originator of the request.
 - b. If the Area Superintendent approves the Academic Grade Change, they shall select "Approve" indicating approval of the request. This request is then returned to the building administrator for them

to process in the SIS and then mark complete in CCSDAS. CCSDAS will generate an email to the originator and TOR (if not the originator) notifying them of the approval.

4. The Academic Grade Change and all relevant documentation, when completed, shall remain archived in CCSDAS.

C. Any academic grade changes made for a previous academic year shall be processed as follows:

1. The TOR, or the counselor when the TOR is unavailable for reasons including, but not limited to, extended leave, resignation of position, or termination, shall complete the Academic Grade Change and attach all relevant documentation supporting such a change. If the TOR is not the originator of the request, they shall be notified via email that an Academic Grade Change has been entered for a student enrolled in a course of which they are the TOR.
2. The completed Academic Grade Change and all relevant documentation supporting the change shall be forwarded to the building principal for their review and approval/rejection.
 - a. If the building principal rejects the Academic Grade Change, they shall indicate so by selecting "Reject" within the Academic Grade Change and complete a comment indicating the reason for rejection. This information is then made available via CCSDAS for the originator of the request.
 - b. If the building principal approves the Academic Grade Change, they shall select "Approve" indicating approval of the request in CCSDAS. This Academic Grade Change would then be escalated to the Area Superintendent for review and approval/rejection.
3. Should the building administrator initiate the Academic Grade Change, they shall complete the Academic Grade Change in CCSDAS and provide notification in the same manner as indicated in Division 2 above. Academic Grade Changes initiated by the building administrator are escalated to their respective Area Superintendent for review and approval/rejection.
 - a. If the Area Superintendent rejects the Academic Grade Change, they shall indicate so by selecting "Reject" within the Academic Grade Change and complete a comment indicating the reason for rejection. This information is then made available via CCSDAS for the originator of the request.
 - b. If the Area Superintendent approves the Academic Grade Change, they shall select "Approve" indicating approval of the request. This request is then forwarded within CCSDAS to the Chief of Student Services for review and approval/rejection.
4. Once the Chief of Student Services receives the Academic Grade Change, they shall review the relevant documentation and proceed as follows:
 - a. If the Chief of Student Services rejects the Academic Grade Change, they shall indicate by selecting "Reject" within the Academic Grade Change and complete a comment indicating the reason for rejection. This information is then made available via CCSDAS for the originator of the request.
 - b. If the Chief of Student Services approves the Academic Grade Change, they shall select "Approve" indicating approval of the request. This request is then forwarded in CCSDAS to a representative of the SIS support team for processing within the SIS. After the grade change is completed within the SIS the request is marked "Complete" within CCSDAS by the SIS support team member processing the request. CCSDAS will generate an email to the originator and the TOR (if not the originator) notifying them of the approval and completion.

D. If an Academic Grade Change is rejected at any point in the process, the form may be re-submitted provided that it satisfies the reasons given for the rejection.

Revised 5/14/18