



## Guidelines for Grade Level Change

### FOR STUDENTS IN GRADES PS-12

#### 1. Grade Level Changes (Building Level PS-12):

- a) Should an error in a student's grade level be identified due to records received from a prior school, the school submits a Grade Level Change Request in the CCSDAS.
- b) The request shall pass through the approval process of the Principal and the Executive Director.
- c) Once approvals are complete, the request shall be returned to the Central Enrollment Center for processing. Central Enrollment staff will process the new grade level in the student information system. All supporting documentation which was included in the original request shall be uploaded into the student information system.

#### 2. Grade Level Changes (Building Level RD):

- a) Pursuant to Administrative Guideline 5111C - Guidelines for Processing RD and ND Grade levels – if the student's parent/guardian is unable to provide documentation that the student achieved the necessary score established by the Ohio Department of Education on the Reading portion of the Third Grade Achievement Assessment or the necessary score on an alternative reading assessment the student will be placed in grade level RD.
- b) Once a grade level has been determined for an "RD" student, a *Grade Level Change Request* shall be created in the CCSDAS Application indicating the proposed new grade level and the reason for the change. Supporting documentation must be uploaded, into the CCSDAS, by the appropriate staff and/or requesting administrator at the time the request is placed.
- c) The request shall pass through the approval process of the Principal and the Executive Director. Once approvals are complete, the request shall be submitted to the Central Enrollment Center for processing. Central Enrollment staff will verify and process the new grade level in the student information system. All supporting documentation which was included in the original request shall be uploaded into the student information system.

#### 3. Grade Level Changes (Building Level ND):

- a) Under Board Policy 5410, any student (9-12) who does not provide an official transcript at the time of enrollment shall be classified as "Not Determined (ND)" until the transcript is received.
- b) Any student whose last school of attendance was located outside of the State of Ohio shall be classified as "ND" at the time of enrollment until the transcript may be reviewed by a school counselor to ensure placement at the appropriate grade level.
- c) Once a grade level has been determined for an "ND" student, a *Grade Level Change Request* shall be created in the CCSDAS Application indicating the proposed new grade level and the reason for the change. Supporting documentation must be uploaded, into the CCSDAS, by the appropriate staff and/or requesting administrator at the time the request is placed.
- d) The request shall pass through the approval process of the Principal and the Executive Director. Once approvals are complete, the request shall be submitted to the Central Enrollment Center for processing. Central Enrollment staff will verify and process the new grade level in the student information system. All supporting documentation which was included in the original request shall be uploaded into the student information system.



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### 4. Initiating Grade Level Changes (Central Enrollment):

- a) If a grade level was originally entered incorrectly, Central Enrollment staff shall complete a *Grade Level Change Request* within CCSDAS. Supporting documentation must be uploaded into the CCSDAS, by the appropriate staff and/or requesting administrator at the time the request is entered.
- b) The request shall pass through the approval process of the Principal and the Executive Director.
- c) Once approvals are complete, the request shall be returned to the Central Enrollment Center for processing. Central Enrollment staff will process the new grade level in the student information system. All supporting documentation which was included in the original request shall be uploaded into the student information system.

### PROCESSING GRADE LEVEL CHANGE REQUESTS (ALL GRADES)

#### 1. The process for the completion and submission of the *Grade Level Change Request* in the CCSDAS shall be as follows:

- a) Staff must complete the *Grade Level Change Request* within the CCSDAS and include any supporting documentation before submitting the request.
- b) The completed *Grade Level Change Request* shall be approved by the building principal within five (5) days of origination.
- c) The approved *Grade Level Change Request* shall be sent electronically to the Executive Director for approval within five (5) days from the date of the Principal's approval.
- d) *Grade level Change Request* approved by the Executive Director is to be forwarded to the Central Enrollment Center for processing,
- e) Central Enrollment will verify the receipt of supporting documentation before processing request. Should there be missing documentation, the request will be declined and returned to the original requestor.
- f) Requests that include all appropriate documentation, Central Enrollment staff will process the request and upload the supporting documentation to the student information system.
- g) Upon completion of the *Grade Level Change Request*, the originator will be notified by email that the grade level change has been completed.