

Grade Correction/Change**4.95****4.95 Grade Correction/Change**

Instructional Leaders/Principals are responsible for the management and academic integrity of the school grading process and student's academic transcripts by acting only in an oversight capacity, and not as a change agent. Principals are to ensure that access to the grade correction program is limited in scope and monitored throughout the year. Once a grade has been posted the only personnel authorized to manually make grade corrections in the student management system is the local school counselor and/or registrar under the following guidelines:

Guidelines for grade correction/change after the marking/grading period has ended

1. Grade corrections may occur for the following reasons:
 - Technical error in assigning a particular grade or score
 - Miscalculation of test or assignment scores
 - Incomplete projects/assignments-Extra time given to complete
 - Use of inappropriate grading/evaluation system
 - Grade not posted at the end of the semester
2. The Grade Correction Procedure must be completed by the teacher of record no later than three weeks from the last day of the grading period. Circumstances that require more than three weeks may be approved at the principal's discretion.
3. Only the teacher of record may complete and submit to the counselor the Alexander City Schools Grade Correction/Change Form. Any unsigned form will not be processed.
4. Once grades have been posted, teachers may not have access to the INow/PowerSchool grade book for any previous grading periods.

Procedures:

1. The teacher of record will submit the signed Grade Correction/Change form to the Instructional Leader/Principal with a complete rationale as to the reason the grade should be changed.
2. Upon review and verification, the Instructional Leader/Principal shall sign the Grade Correction/Change Form giving the authorization for the grade change and submit to the registrar for action.
3. The registrar shall then make the necessary grade change in the student management system and notify the teacher of record that the action has taken place.
4. The teacher of record will then notify the parent and student that the prior grade has been changed.

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5. The registrar will date the form when the action occurs and send to the counselor where they will place the Grade Correction/Change form in the student's cumulative record.

Grade Correction/Change during the marking/grading period

During the marking/grading period, teachers will enter grades each week based on the teaching and learning of the Alabama standards. Teachers will input grades and make them visible in the student management system (INOW/PowerSchool) after they have accessed and graded various assignments. The teacher of record may adjust/change a grade placed in the student management system gradebook for the following reasons:

- Error made during grading of assignment or placing grade into gradebook (Technical Error)
- Incomplete assignment then completed under teacher's directive
- IEP/504 accommodation
- Reteach/retest under teacher's directive
- Absences due to extenuating circumstances
- Other as approved by teacher of record and principal
- Standards recovery based on Board Approved intervention

HISTORY:

ADOPTED: JANUARY 19, 2021