San Diego Unified School District
Official Form to Change "I" or "IP" Grade

Directions: This form must be submitted to the school registrar or site tech by the teacher awarding the original grade. It requires the approval of a site administrator.

An "I" or "IP" was assigned to provide the student with additional time to meet the course proficiencies, which were not satisfactorily completed at the end of the grading period. *At the time of awarding the "I" or "IP," the teacher must inform the parent/guardian of the student regarding a possible failing grade if the designated course proficiencies are not successfully completed*. A student has up to 6 weeks following the end of the term to complete the course competencies as prescribed by the teacher assigning the "I." A student has up to 12 weeks following the end of the term to complete the course competencies as prescribed by the teacher assigning the "I" or "IP." The student must complete the course competencies outlined in the "Course Competency Completion Form." The original teacher will assign a final grade. In the absence of the original teacher, an administrator/principal may assign the grade.

School of Attendance:_____ School Year:_____

Student Name:_____ ID_____ Grade:_____ Class of:_____

Course Name and Number:_____ Original Grade Assigned: "I" or "IP"

Grade Awarded Upon Completion of Work or Course Competencies: A B C D F

Teacher Name:_____

Teacher Signature:_____ Date Submitted:_____

Site Administrator Name:_____

Site Administrator Signature:_____ Date Submitted: _____

School Office Use Only

If the grade change is within the current school year of the original "I" or "IP" grade, the teacher completes the grade change in PowerSchool GradeBook: _____ (Date) PowerSchool GradeBook grade change completed: _____ (Date)

Check when completed: **_____ Notified Site Tech (or power user) for PowerSchool Grade Restoring**

_____ Grade Change Form Returned to Registrar (file in student CUM)

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If the grade change occurs <u>after</u> the school year of the original "I" or "IP" grade, the Registrar completes the grade change process.

Check when completed: **_____ Corrected transcript given to student/parent/guardian**

_____ Official Grade Change Form & Course Compentency Completion Form filed