

**San Diego Unified School District  
GRADE CHANGE APPEAL**

*The information below must be completed prior to submitting an appeal for grade change to the Office of Secondary Schools or equivalent division/department, including conferencing with the teacher and principal. The deadline for submitting a Grade Change Appeal is the end of the semester following the semester in which the grade was issued.*

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Home) (\_\_\_\_) \_\_\_\_\_ (Cell) (\_\_\_\_) \_\_\_\_\_

Student Date of Birth \_\_\_\_\_ Student ID \_\_\_\_\_

Name of School \_\_\_\_\_

Subject/Grade Level \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Date (month, year) of Grade Report \_\_\_\_\_ School Year 20 \_\_\_\_ - \_\_\_\_

Grade change appeals will not be considered unless evidence of all criteria listed below is provided:

1. Parent/guardian discusses teacher’s rationale for issuing grade with the teacher and obtains a written explanation as to how the grade was determined.
2. Parent/guardian provides circumstances pertaining to grade change request in writing to the site principal/administrator.
3. Principal meets with parent/guardian to discuss grade change appeal request.
4. Parent/guardian receives written determination to change or uphold teacher’s grade, including rationale, from the site principal.

Date(s) Discussed: with Teacher \_\_\_\_\_ with Principal:

I understand that a grade given by a teacher shall be final and cannot be changed unless the evidence I provide substantiates that it was given fraudulently, in bad faith, because of incompetency or because of clerical or mechanical mistake pursuant to Education Code 49066(b).

I understand that the Office of Secondary Schools or equivalent division/department may request from me (us) further information about this request and, if such information is available, I (we) shall present it upon request.

I (We) also understand that a copy of this complaint will be given to the teacher named on this form and the site principal/administrator, and both will be given the opportunity to respond to this request.

I (We) certify under penalty of perjury that the foregoing is true and correct.

Executed this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at San Diego, California.  
Day Month Year

Signatures: Student: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_