



ADMINISTRATIVE PROCEDURE

CATEGORY: **Instruction, Academic Achievement**

SUBJECT: **Progress Reporting, 7-12**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for student progress reporting in secondary schools.
2. **Related Procedures:**
 - Enrollment in College/University Coursework 4322
 - Citizenship Grading and Evaluation and Academic Honesty 4710
 - Promotion/Retention and Placement/Articulation, 6-8 (Middle) 4760
 - Placement/Articulation, 9-12 4766
 - Graduation from Senior High School 4770
 - Suspensions 6290

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policies F-7000, F-7030, F-7100, F-7120, and F-8400; California Education Code §§49066 and 49067; California Code of Regulations, Title 5, §§430 and 432.
2. **Changing of Grades.** Per Education Code §49066, a grade given by a teacher shall be final and cannot be changed by others unless it was given fraudulently, in bad faith, because of incompetency, or because of clerical or mechanical mistake. A grade cannot be changed unless the teacher who determined the grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which such grade was given and is, to the extent practicable, included in all discussions relating to changing of such grade.

When instances of alleged fraud, bad faith, incompetency, or clerical or mechanical mistake are brought to the site principal/administrator’s attention, the site principal/administrator has the responsibility of making a determination regarding the allegations. If the teacher is unwilling to change a grade after it has been determined by the site principal/administrator that fraud, bad faith, incompetency or clerical or mechanical mistake was associated with the grade, the site principal/administrator has the authority to change the grade. Authority vested in the Board of Education and the Superintendent pursuant to Education Code §49066(b), pertaining to changing grades, is hereby delegated to the site principal/administrator.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of Secondary Schools.
2. **Standards.** Academic standards in language arts, mathematics, English Language Development (ELD), history/social science, science, visual and performing arts, applied learning, physical education, health education, and preschool have been formally adopted by the Board of Education. Board-adopted standards shall be used to guide instruction and the assignment of grades.
3. **Scholarship and citizenship marks.** Student progress reports shall include both scholarship and citizenship grades in courses that carry a credit value. Citizenship grades are given by the teacher who is issuing the scholarship grade (e.g., in the case of online work, both the scholarship grade and the citizenship grade are given by the virtual teacher). A supervising teacher may collaborate with teacher issuing grades. Exceptions include:

- a. College courses that are approved to meet district graduation requirements and are taken for college credit are not given a citizenship grade. (See Administrative Procedure 4322 for enrollment in college/university coursework and issuance of dual credit.)
 - b. "No Credit" courses should not be given a scholarship mark but may be given a citizenship mark.
4. **Report recipients.** Any parent or legal guardian is eligible under current law to receive a student's grade report. If a non-custodial parent/guardian requests a student's grade report, a duplicate may be issued directly to the requesting parent/guardian. Unless limited by court order, the non-custodial parent/guardian does not need the consent of the custodial parent/guardian before inspecting and/or receiving a copy of the student's grade report.
 5. **Uniform district grading guidelines.** Each school shall ensure that students, parents/guardians, and staff receive a written statement of the district's grading guidelines. Any method of reporting student progress, other than those shown below, must be reviewed and approved by the Office of Secondary Schools.

Scholarship Marks			
Mark	Explanation	Weighted	Unweighted (used for purposes of Interscholastic Athletics)
A	Superior	5	4
B	Above Average	4	3
C	Satisfactory	3	2
D	Below Average	1	1
F	Failure (credit not granted)	0	0
I	Incomplete (see Section C.14)	0	0
IP	In Progress (see Section C.15)	0	0
NC	No Credit (see Section C.16)	Excluded from GPA Calculation	Excluded from GPA Calculation
NG	No Grade (see Section C.17)	Excluded from GPA Calculation	Excluded from GPA Calculation
P*	Pass	Excluded from GPA Calculation	Excluded from GPA Calculation
NP*	No Pass	Excluded from GPA Calculation	Excluded from GPA Calculation

**A mark of "P" or "NP" may be only be issued by Registrars when transcribing out-of-district transcripts when the sending school has issued Pass or No Pass grades (see Administrative Procedure 4770 for additional information).*

Citizenship Marks		
Mark	Explanation	Scale
E	Excellent	4
G	Good	3
S	Satisfactory	2
N	Needs to Improve	1
U	Unsatisfactory	0

No other mark may be used for courses taken within the district.

6. **Progress reporting dates.** Progress reports are issued once each quarter or once every six or nine weeks, as determined by the school, using Board-approved quarter or semester end dates. Sites should determine appropriate dates for issuing progress reports during the semester. These dates should be published and provided to students and parents/guardians at the beginning of each school year.
- a. For students receiving special education and related services, the Individualized Education Program (IEP) or 504 Plan specifies the method and frequency of reporting progress toward goals. Whenever appropriate, the regular reporting process should be used along with any other process specified in the IEP or 504 Plan.
 - b. Reporting dates for students receiving special education and related services may not occur less frequently than reporting dates for all other students. Reporting dates will be specified in the student's IEP or 504 Plan.
7. **Withdrawing or dropping classes.**
- a. Students may drop a course without having an entry recorded on their cumulative grade history records if they drop the course within the first four or six weeks depending on the site's grading terms (quarter or semester). Students attending schools on any other grading system may drop up to the first progress report period.
 - b. *After the first four or six weeks:*
 - (1) **Behavior-related concerns.** In alignment with the district's Uniform Discipline Plan and Administrative Procedure 6290, each school should evaluate the individual student's circumstances and determine at that time whether a grade should appear on his or her cumulative grade history. Transfer grades for students may be forwarded to new teachers when students change classes or schools and may be included on transfer records, but are not part of the permanent electronic record.
 - (2) **Students leaving school early.** Students who transfer during the last two weeks of a semester shall earn final grades and credits. Grade reports may be sent via US mail if the student provides the school office with a self-addressed stamped envelope. Students who leave prior to this time may be issued a report of grades at the time of leaving; these grades are not a part of the student's

permanent electronic record, as the student has not completed the required minimum 60 hours of instruction for first time credit.

- (3) **Students receiving special education and related services.** Students receiving special education and related services may be dropped from a class only for reasons unrelated to their disabilities. Changes in a student's class schedule and/or course of study may result in a change of placement. The student's case manager should be consulted to determine if any proposed change might require the development of a new IEP or 504 Plan.
8. **Reporting D and F grades.** All teachers shall make a written report to parents/guardians and to the site principal/administrator on students whose work is unsatisfactory; a failing grade may not be issued unless such notification is made. Reports of notification of unsatisfactory progress must be issued whenever it becomes evident to a teacher that a student is in danger of failing a course, but sufficiently in advance of grade reports to permit improvement. Written notification via US mail is the preferred method for providing information to parents/guardians. Written notification via a district-supported electronic system is also acceptable.
- a. Reporting a grade of D or F on the second grade report in a semester, or on the first grade report in a quarter, will constitute compliance with the above notification requirement.
- b. Refusal of a parent/guardian to respond to a written report shall not preclude the student receiving a failing grade at the end of the grading period. (Education Code §49067)
9. **Students who are at risk of not meeting grade level standards.** Learning contracts should be developed for students at risk due to reading and/or mathematics performance that is below grade level, based on academic assessments. (Administrative Procedures 4760 and 4766)
10. **Advanced Placement (AP) courses** are equivalent to college-level work in a specific subject area. Grading is based on college-level standards for which students receive weighted credit. Students whose work falls below the appropriate level should be counseled as early as possible in the term regarding the expected standards.
11. **International Baccalaureate (IB) courses** are equivalent to college-level work in a rigorous liberal arts curriculum that includes interdisciplinary coursework, original research projects, and taking the IB exam(s) to receive weighted credit. Students whose work falls below the appropriate level should be counseled as early as possible in the term regarding the expected standards.
12. **Advanced classes.** Students enrolled in advanced classes are expected to meet prescribed course requirements. Students whose work falls below these levels should be counseled as early as possible in the term regarding the standards and expectations.
13. **Grade replacement for yearlong courses.** Certain mathematics and languages other than English courses are classified as being yearlong (as opposed to two semesters). In a yearlong course, the second semester's work is dependent upon the learning accomplished in the first semester. These courses are identified with a dash between the two semesters as

opposed to a comma (i.e., Spanish 1-2; Integrated Math I A-B). In order for grade replacement to occur, both courses (i.e., Semesters 1-2) must be taken within the San Diego Unified School District.

- a. When a student earns an F grade in the first semester of a yearlong course and a passing grade (D or better) in the second semester of the course, credit is earned for both semesters and a grade of D is recorded for the first semester. The grade replacement process is conducted manually at each school site by the registrar or site principal/administrator's designee.
 - b. When a student earns a passing grade for the first semester of a yearlong course and an F grade for the second semester of that course, the credit and passing grade are allowed for the first semester only. The second semester F grade shall be recorded as earned.
14. **Incomplete.** A grade of Incomplete ("I") may be issued in cases of absence due to illness or disability verified by a licensed medical professional or in cases of unforeseeable, emergency and justifiable reasons at the end of a semester.
- a. The condition for removal of the "I" shall be stated by the teacher in a written record provided to the student and parent/guardian.
 - b. Up to six weeks shall be allowed for a student to complete work or demonstrate competency.
 - c. If the student does not complete work or demonstrate competency at the end of six weeks, the teacher shall issue a grade to replace the "I."
 - d. An "I" grade shall not be considered an F for purposes of participation in school activities.
 - e. The original teacher will sign the Official Form to Change "IP" Grade (Attachment 2) authorizing the entry of a D or better grade, replacing the "IP". If the original teacher is no longer employed by the district, the site principal/administrator or his/her designee may sign.
15. **In Progress.** A grade of In Progress ("IP") may be issued for a student who, for reasons other than absence due to illness or disability verified by a licensed medical professional, needs additional time beyond the grading period or Fall or Spring semester to complete work and/or demonstrate competency necessary to earn course credit.
- a. A student who has not satisfactorily met the course competencies in any of the five core academic subjects (English, math, social studies, science and world language) and would otherwise earn an F at the end of a semester can instead be issued a grade of "IP" at the teacher's discretion.
 - b. The teacher should specify the course requirements that a student must meet to earn a grade of D or better in the course using the Course Competency Completion Form (Attachment 1) or similar site-developed document.

- c. The student will be allowed up to 12 weeks following the end of the grading term to complete the course competencies.
 - d. An appropriately credentialed teacher will evaluate the student's progress in meeting the competencies, and certify that the student has earned a grade of D or better for the semester.
 - e. The original teacher will sign the Official Form to Change "I" or "IP" Grade (Attachment 2) authorizing the entry of a D or better grade, replacing the "IP." If the original teacher is no longer employed by the district, the site principal/administrator or his/her designee may sign.
 - f. If the student does not complete course competencies at the end of 12 weeks, the teacher shall issue a grade to replace the "IP."
 - g. A grade of "IP" may not be issued for a Summer School course.
 - h. An "IP" grade is included in the GPA calculation and is considered an "F" = 0 for purposes of participation in school activities and interscholastic athletics.
16. **No Credit.** Teachers may issue No Credit (NC) on a student's report card subject to all of the following:
- a. Advance approval of the site principal/administrator or designee is obtained.
 - b. Evaluated class work is passing or acceptable, but excessive absences have prevented the student from meeting course objectives.
 - c. Absences are for reasons other than truancy.
 - d. A "NC" grade is excluded from GPA calculations; it does not count for or against GPA calculation for purposes of participation in school activities and interscholastic athletics.
17. **No Grade (NG)** may be issued under any of the following circumstances. (The NG mark prints on student transcripts to document course enrollment, but is not used to calculate the weighted grade point average.)
- a. For students who upon enrollment in the district have few or no records of prior schooling, or who are Limited English Proficient.
 - b. For students enrolling in a district school too late in the term to demonstrate sufficient mastery of course content for grading purposes or the minimum required 60 hours of instruction for first time credit, such as students transferring from schools outside the district with no transfer marks and/or evidence of prior enrollment in a course.
 - c. At the fifth week of Summer School, if a student is failing with no chance of earning a passing grade of D or better, the student may be dropped and NG issued.
 - d. For an advisory period.
 - e. For community college courses taken by a high school student.

- f. For district online courses.
 - g. A “NG” grade is excluded from GPA calculations; it does not count for or against GPA calculation for purposes of participation in school activities and interscholastic athletics.
18. **Grade suppression.** The intent of grade suppression is to encourage a student who receives a D or F to repeat the same course to improve the mark and the cumulative GPA. Grade suppression does not affect marks displayed on student progress reports, nor the term GPA. Courses that have been suppressed are not counted in graduation credits and are excluded from cumulative GPA calculations within the district. Suppressed courses are listed on student transcripts. (See Administrative Procedure 4770 and Site Operations Circular No. 1011, Guidelines for Grade Suppression, issued September 16, 2015 for additional information.)

D. IMPLEMENTATION

1. **Progress Reporting Intervals:**

- a. Traditional schools report student progress at six- or nine-week intervals, and 4x4 schools report student progress at four-week intervals, using the district’s student information system.
- b. Teachers record student progress marks in accordance with instructions from site principal/administrator.
- c. Completed reports may be mailed to parents/guardians or delivered by students at the site principal/administrator’s discretion.

2. **Semester Grade Reporting:**

- a. Schools report final semester grades in the same manner as progress reporting, except that courses and grades are uploaded to the district’s student information system and added to students’ cumulative grade history records.
- b. Integrated Technology Support Services (ITSS) will print semester report cards as requested by schools. The site may make a copy for its files. The original is to be mailed home to the parent/guardian.

3. **Grade Change Requests.** (Refer to Section B.2. for permissible circumstances.)

- a. Parent/guardian must file a request by the end of the following semester with the student’s teacher. Requests filed after this deadline will not be accepted and shall constitute a waiver of the right to protest a grade.
- b. Teacher discusses the grade change request with parent/guardian and provides information as to how the grade was determined; makes decision within 10 school days to change or uphold grade; notifies parent/guardian and site principal/administrator.
- c. Site principal/administrator or designee schedules a conference within 10 school days with parent/guardian if request to teacher is unresolved or not resolved to

parent/guardian satisfaction; makes a determination within 10 school days to change or uphold grade; notifies parent/guardian and teacher. If parent/guardian is not satisfied, a Grade Change Appeal (Attachment 3) may be filed with the Office of Secondary Schools.

- d. Office of Secondary Schools gathers and reviews all pertinent data including specific facts and/or allegations from parent/guardian, teacher, and site principal/administrator and convenes a Review Panel within 30 days of receipt of appeal.
- e. Review Panel consisting of Area Superintendent, an unbiased current or former site principal/administrator, and an unbiased secondary-level central office administrator convenes to review all documentation and to determine whether or not the grade will be upheld; makes determination and notifies parent/guardian, site principal/administrator and teacher. If parent/guardian is not satisfied, the parent/guardian may submit an appeal to the Board of Education.
- f. Board of Education receives parent/guardian request for appeal, gathers and reviews all pertinent data including specific facts and/or allegations from parent/guardian, teacher, site principal/administrator and Review Panel; conducts closed session hearing within 30 days of receipt of appeal, at which parent/guardian and teacher may present their cases; makes determination and notifies parent/guardian within 30 school days. The determination of the Board of Education is final.

E. FORMS AND AUXILIARY REFERENCES

1. Course Competency Completion Form (Attachment 1)
2. Official Form to Change "IP" Grade (Attachment 2)
3. Grade Change Appeal (Attachment 3)
4. *Annual Course of Study, TK-12*, available online at <https://www.sandiegounified.org/course-study>
5. Uniform Discipline Plan, available online at <https://www.sandiegounified.org/sites/default/files/link/district/files/policy/discipline/UniformDisciplinePlan.pdf>

F. REPORTS AND RECORDS

1. Progress and grade reports, as described in Section D.

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

SUBJECT: **Progress Reporting, 7-12**

NO: **4705**

PAGE: **9 OF 9**

EFFECTIVE: **1-29-62**

REVISED: **10-3-16**

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