

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

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

An "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 "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 12 weeks following the end of the term to complete the course competencies as prescribed by the teacher assigning the "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 appropriately credentialed staff member may assign the grade with approval from Principal.

School of Attendance: \_\_\_\_\_ School Year: \_\_\_\_\_

Student Name: \_\_\_\_\_ ID \_\_\_\_\_ Grade: \_\_\_\_\_ Class of: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_ Original Grade Assigned: "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 "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 Processing

\_\_\_\_\_ Grade Change Form Returned to Registrar

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If the grade change occurs after the school year of the original "IP" grade, the Registrar completes the grade change process.

Check when completed:    \_\_\_\_\_ Corrected transcript given to student/parent/guardian

\_\_\_\_\_ Official Grade Change Form filed