

## **Grade Change Appeals Process**

Under Education Code section 49066, parents have a right to request a change of a pupil's grade on the following grounds:

- Mistake;
- Fraud;
- Bad faith; and/or
- Incompetency in assigning the grade.

When grades are earned for any course of instruction taught in the public schools, the grade earned by each pupil shall be the grade determined by the teacher of the course. In the absence of any of the grounds listed above, the grade shall be final.

Any request for a grade change must start with the classroom teacher. The next step, if not resolved with the teacher, is a written request to the Director of School. The final step is a written request to the Head of School/Director of High Schools. At each step, the parent has the right to present information in support of the request.

For additional information please contact Darnise Williams, Director at 323.290.6976.

It is also important to note the citizenship marks for work habits shall not be deemed grades for purposes of this process.