

NEW MEXICO SCHOOL FOR THE ARTS
HIGH SCHOOL

STUDENT GRADE CHANGE POLICY

Purpose. This Student Grade Change Policy & Regulation establishes procedures for New Mexico School for the Arts (the “School”) to use in the event it may be necessary to change a student’s final course grades.

The School is required to establish a written policy for any written change to a student’s grade under Title 6 NMAC Chapter 30, Part 10, before the changing of a student’s final course grade may occur.

A teacher may change a student’s final course grade at any time if that change is required as a result of:

- an error in calculation or recording of coursework, assignments, homework or attendance;
- consideration of makeup work permitted by the teacher;
- late submission of required assignments permitted by the teacher; or,
- additional or make-up testing permitted by the teacher

The teacher shall turn in records for verification that the change met one of the above requirements.

The teacher shall complete and submit a “Grade Change” form to the Head of School or Registrar noting the grade as it is currently reported, the correct grade, and that the grade change is necessary due to a clear mistake or clerical error.

In order to preserve confidence in the integrity of the grading system for the School the following procedure shall apply to requests to change student final Course grades by a parent or student.

- The request for a student final course grade change shall be presented in writing by the parent, legal guardian, or student of legal age to the student’s teacher, if the teacher is still under contract to the School, on forms provided by the School. A copy of the grade change request shall also be presented to the Head of School.
- The request must be made within 15 business days after the posting of semester grades for which the final Course grade is assigned.
- The request shall specify every reason justifying the grade change and the facts supporting each reason.
- The School will make a good faith effort to obtain meaningful input from the classroom teacher.

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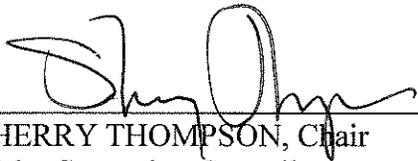
- The Head of School will select up to 3 people to review the supporting data and the final course grade to make a recommendation either to support or oppose the requested grade change.
- The Head of School will contact the requestor within 5 school days to report a decision.
- Grade changes authorized under this policy are available to all similarly situated students and shall not limit or eliminate the rights afforded to students and parents under applicable federal regulations.

No changes shall be made in any test results on statewide tests used to determine adequate yearly progress or graduation from high school and this Grade Change Policy shall not be interpreted to permit any change in such statewide test results.

This Grade Change Policy was amended by the Governing Council of the New Mexico School for the Arts effective as of July 11, 2014.

NEW MEXICO SCHOOL FOR THE ARTS

ATTEST;



SHERRY THOMPSON, Chair
of the Governing Council



PAULA TAKCETT, Secretary
of the Governing Council

NEW MEXICO SCHOOL FOR THE ARTS
HIGH SCHOOL

NMSA STUDENT GRADE CHANGE FORM

Teacher Request

Date: _____ **Student Name:** _____

A teacher may change a student's final course grade at any time if that change is required as a result of:

1. an error in calculation or recording of coursework, assignments, homework or attendance;
2. consideration of makeup work permitted by the teacher;
3. late submission of required assignments permitted by the teacher; or,
4. additional or make-up testing permitted by the teacher

Note: No changes shall be made in any test results on statewide tests used to determine adequate yearly progress or graduation from high school and this Grade Change Policy shall not be interpreted to permit any change in such statewide results.

To be completed by the Teacher:

Indicate reason for change by circling the appropriate number from the list above.

Current Grade: _____ New Grade: _____

Attach records for verification that the change met on of the above requirements.

Teacher's Name (print): _____

Teacher's Signature: _____

Submit the "Grade Change form to the Head of School.

Grade Changed on _____ (date), by _____
(name)

FOR OFFICIAL USE ONLY: FILED IN:

Date: _____ Student Permanent File
Date: _____ Grade Change Notebook

NEW MEXICO SCHOOL FOR THE ARTS
HIGH SCHOOL

Effective Date: July 11, 2012

NMSA STUDENT GRADE CHANGE FORM

Student, Parent, Guardian Request

Date: _____ **Student Name:** _____

In the spaces below, specify every reason justifying the grade change and the facts supporting each reason and submit the form to the Front Office.

Received by/date: _____ Administrative Staff