

Taos Integrated School of the Arts

Grade Change Policy

In the event that a teacher has made a clerical or calculation error in a final course grade for a student, he/she must follow the following procedure to correct the incorrect grade.

1. Send an email to the office manager indicating the following
 - a. Student Name (first and last) and grade
 - b. Existing final course grade
 - c. New final course grade
 - d. Reason for the change in final course grade

Upon receipt of the email, the office manager will:

1. Make the change to the grade in the student database system
2. Print out the email
3. Write on the email the date the change was completed and initial it
4. Put one copy of the dated and initialed email in the student's file
5. Return one copy of the dated and initialed email to the teacher
6. Send an updated report card to the family of the student.

Revised: 9-10-10

Approved: _____ 9-15-10

President