

Section I: Instructional Goals and Objectives	Knox County Board of Education Policy		
	Descriptor Term: Authorization for a Grade Change	Descriptor Code: I-311	Issued: 10/08
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Only the teacher of record is authorized to initiate a grade change. The teacher must provide documentation and the rationale for the grade change. Such information must be signed by the teacher and submitted to the principal. The principal must approve or deny the request for the grade change and will sign-off giving approval for the requested change. The documented grade change shall be filed in the student's cumulative record. If the grade has previously been entered onto the student's cumulative record, the teacher and the principal will initial the grade after the change has been made.

An administrative change in a teacher's grade shall not be made without prior consultation with the teacher of record. The teacher may request that the decision of the principal or the results of the consultation be reviewed by the director of elementary, middle and high as appropriate.

In the event that the teacher is unavailable and/or unable to provide grades, the principal shall make the final decision regarding the grade change using existing documentation and a rationale for the change.

No school counselor or other teachers may initiate or approve a change in grades.