

**345.13 Exhibit 1 GRADE CHANGE APPEAL FORM**

**GRADE CHANGE APPEAL FORM**

Name of Parent/Guardian: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Name of Pupil: \_\_\_\_\_ Grade of Pupil: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_ Course Name: \_\_\_\_\_

Date Grade Issued: \_\_\_\_\_ Date of Meeting with Teacher: \_\_\_\_\_

Reason(s) for Request for Grade Change Appeal (Check One):

- Mistake       Fraud       Bad Faith       Incompetency

Mistake – A finding of Mistake should be supported by evidence that the final grade assigned by the instructor was derived from a miscalculation while compiling the final grade.

Fraud – A finding of Fraud should be supported by evidence that the instructor deliberately sought to misrepresent the truth or a fact used to determine the final grade.

Bad Faith – A finding of Bad Faith should be supported by evidence that the instructor harbored ill will or discriminatory intent, which motivated the instructor to assign a student a grade lower than the grade the student should have earned based on objective criteria.

Incompetency – A finding of Incompetence should be supported by evidence that the instructor is found to lack ability, qualification, fitness, or performance.

In accordance with Board Policy 345.13, a grade change request may only be reviewed based on one of the above-noted reasons related to the posted grade. Please state, in detail, specific, objective facts supporting this request for appeal. Attach any documentation in support of your request to this form. Please note that this process is for grade change appeals only. For questions or concerns regarding other issues, contact your school principal.

**Specific, Objective Facts Supporting this Appeal Request:**

Signature of Parent/Guardian \_\_\_\_\_

Approved:      September 9, 2024