

Policy 601 Graduation Regulation – Grading Changes after the Submission Deadline Roles & Responsibilities

Grade Changes

The teacher of record has total authority over final grade submissions. Any grade changes that occur after the final submission deadline *must include the participation of the teacher of record*, a licensed administrator and a written record. The written record of the change will be required. School counselors, students, caregivers, and other staff are part of the process of advocacy and conversation. Once a written record has been completed the teacher of record and the registrar will be the only ones who have system access for grade change entry. In the event that a teacher of record is unavailable for consultation, the BLT member representing the department will take over the role of a teacher of record. Administration will have oversight of this process and may overturn any grade change that does not follow the correct process or is not an appropriate reason to change a grade, with all details being documented in writing.

	Administrator	Parent/Student	Registrar	School Counseling Department	Teacher of Record
Grade changes after the submission deadline	Oversees and approves all changes, in writing. Ensures there is consistency and systemic coherence.	Provides input and advocacy.	Secondary access to making changes.	Provides input and advocacy. No access to changes.	Primary access to making changes. Provides written documentation, in partnership with the administrator.