



VACAVILLE UNIFIED SCHOOL DISTRICT
STUDENT RECORDS AND ENROLLMENT POLICY

E 5125.3
Attachment A

Notice of Grade Change Appeals Process

Under Education Code section 49066, parents have a right to request a change of a pupil's grade on the following grounds:

- Mistake;
- Fraud;
- Bad faith; and/or
- Incompetency in assigning the grade.

When grades are earned for any course of instruction taught in the public schools, the grade earned by each pupil shall be the grade determined by the teacher of the course. In the absence of any of the grounds listed above, the grade shall be final.

Any request for a grade change must start with the classroom teacher. The next step, if not resolved with the teacher, is a written request to the principal. The final step is a written request to the Superintendent or designated administrator. At each step, the parent has the right to present information in support of the request.

If you would like additional information, please ask your principal.

It is also important to note the marks for work habits and cooperation shall not be deemed grades for purposes of this bulletin.



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Attachment B

Request for Student Record Change Appeal Form

Name of Parent/Guardian: _____ Date of Request: _____

Name of Pupil: _____ Grade of Pupil: _____

Name of Teacher/Administrator: _____ Course Name: _____

Date of Grade or Other Record Issued: _____ Date of Meeting with Teacher/Administrator: _____

Reason(s) for Request for Record Change Appeal (please explain below):

- Mistake Fraud Bad Faith Incompetency

If you've met with an administrator, please indicate the date and outcome of that meeting and attach any written response to the complaint:

NOTE: Pursuant to Education Code section 49066, a grade change request may only be reviewed on the basis of one of the above-noted reasons as they relate to the assignment of the grade. Please explain below: