

Procedure for Requesting a Review of Posted Nine Week Grades, Requesting the Change of a Nine Week Grade, or Requesting a Review of Items Posted on the Transcript for Accuracy

Any request to review posted grades or the accuracy of a transcript must be done, in writing, by the parent or guardian of the child. The request for review should be addressed to the school administrator. When the written request is received, the following steps will be taken:

1. The administrator and the counselor will review the gradebook portion of INOW to determine if the number of grades posted meets any school requirements regarding the number of grades to be posted and will verify that the grades have been posted in a timely manner.
2. The administrator, the counselor, and the teacher will review the grades posted in INOW to verify that all grades that need to be posted have been entered into INOW.
3. Once it is verified that the entered grades are accurate, the final grade will be recalculated to determine if a different average is obtained that was originally calculated by INOW.
4. Any changes will be communicated to the parent/guardian.
5. In the case of a transcript review, the counselor will review all classes that have been successfully completed by the student to verify that they have been accurately recorded on the transcript. The counselor will review the credits earned and verify the accuracy of the credits posted.
6. The GPA for the student will be recalculated to verify that an accurate GPA is reflected on the transcript and the student's class rank is accurate.
7. The parent/guardian will be contacted and any findings shared.