

SITE OPERATIONS CIRCULAR NO. 1012

Office of Leadership and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 20, 2015

To: Secondary Site Administrators, Counselors, Registrars, and Site Technicians

Subject: GUIDELINES FOR GRADE REPLACEMENT

Department and/or Persons Concerned: All Secondary Administrators, Head Counselors, Registrars, and Site Technicians

(Due Date only if required) None

Reference: District Administrative Procedure 4705
District Administrative Procedure 4770
Course of Study, K-12 (Identification and Definition of Year-Long Courses)

Action Requested: Review guidelines below to understand the Grade Replacement process for yearlong mathematics and world language courses.

Brief Explanation:

Certain mathematics and languages other than English courses are classified as being yearlong (as opposed to two semesters). In a yearlong course, the second semester's work is dependent upon the learning accomplished in the first semester. These courses are identified with a dash between the two semesters as opposed to a comma (i.e., Spanish 1-2; Integrated Math I 1-2).

When a student earns an "F" grade in the first semester of a yearlong course and a passing grade (D or better) in the second semester of the course, credit is earned for both semesters and a grade of "D" is recorded for the first semester. The grade replacement process is conducted manually at each school site by the Registrar or a designated alternative.

When a student earns a passing grade for the first semester of a yearlong course and an "F" grade for the second semester of that course, the credit and passing grade are allowed for the first semester only. The second semester "F" grade shall be recorded as earned.

Cheryl Hibbeln
High School Resources Officer

APPROVED:



Jim Solo
Executive Director, Leadership and Learning