



Responsible: Department of Student Accounting

PURPOSE

This administrative procedure shall describe and define protocols related to withholding of student grades.

PROCEDURE

1. Teachers must issue the grade the student earned in the course and must never withhold a student's grades/credit from the report card because of unpaid fees, fines, or books not being returned. Schools must never withhold a student's transcript because of unpaid fees, fines, or books not being returned.
2. The Family Educational Right to Privacy Act ("FERPA") mandates that pupils and their parents have access to the pupil's records. There is no specific provision in either federal or state law that allows the public school district to withhold records, including a diploma, transcript, or report cards for failure to pay a fee or fine.

DESIRED OUTCOMES

1. This Administrative Procedure outlines a consistent and equitable grading process throughout the District for all students.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure aligns with the Family Educational Right to Privacy Act ("FERPA").

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even years.

REVISION HISTORY

| Date | Revision | Modification |
|-----------|----------|--|
| 2/2012 | 1.0 | Adopted as Accepted Practice |
| 1/09/2014 | 2.0 | Revised: converted to Administrative Procedure |