

Instructions for Grade Adjustment:

A grade adjustment meeting should be organized when a parent requests a student be promoted to the next grade or retained in the current grade. This meeting should not be initiated by a district employee.

When the meeting is requested, a committee should be formed which includes the current teachers, counselor, site administrator, the parent, and the student, if age appropriate.

The form must be filled out with all pertinent information. The committee can recommend a grade advancement (promotion), no grade adjustment, or retention. The parent is only one voting member of the committee. The goal is to come to consensus, but in the case that consensus cannot be reached, the majority should rule. There needs to be a rationale for the committee's recommendation (not the initial request, but the final recommendation). Each committee member can approve or disapprove the recommendation. The principal must sign off.

All elementary grade adjustment forms should be sent to the Director of Elementary Curriculum and Instruction and all secondary forms should be sent to the Director of Secondary Curriculum and Instruction. All pertinent back up material is also helpful.

The adjustment isn't finalized until approved at the District level.

Instructions for Early Release TA contract (grades 9-12)

Pursuant to Education Code 51228.1, students may ask for an early release day. In PSUSD this can only be a senior meeting the criteria for an early release based on the contract. It is not our intention for students in grade twelve to be on an early release unless they have a valid reason such as employment or an internship. Students on IEP's may be placed on an early release as determined by the IEP team.

Student teaching assistants, known as TA's, are deemed a being placed in a course without educational content. Therefore, TA's/tutors cannot be placed without parents being counseled that they are being placed in such course. Counselors must follow all procedures on the contract. Administrators must keep on file, from year to year, a list of students who are placed as TA's or on Early Release.