



IMPORTANT
High School Grade Change Option for the 2020-2021 School Year

Dear Parents, Guardians and Students,

Pursuant to Education Code Section 29066.5 (2)(b): The parent, guardian, or education rights holder of a pupil, or for a pupil 18 years of age or older, the pupil who was enrolled in **high school** and enrolled in a course during the 2020–21 school year may apply to the pupil’s local educational agency to have a letter grade earned for that course, as reflected on the pupil’s transcript, changed to a Pass (P) or No Pass (NP) grade.

The grade change application must be submitted to AB104@ghctk12.com on or before October 1, 2021. Absent a request to change a transcript pursuant to this section, a letter grade earned in the 2020-2021 school year shall remain on the transcript. Pursuant to Education Code Section 29066.5 (2)(b), GHC shall not accept applications after October 1, 2021.

Important information about the Pass and No Pass Option is below:

- The number of or type of courses eligible for grades changes is not limited and grade changes shall not negatively affect the student's GPA.
- The grade of Pass or No Pass will not be calculated in the GPA.
- Grade change shall not result in the forfeiture of student's eligibility or entitlement to state or institutional financial aid.
- Post-secondary institutional institutions, including those in other states, may not accept a Pass or No Pass grade instead of a letter grade. GHC encourages parents and students to review post-secondary websites for more information.
- Click [here](#) to see a list of California post-secondary educational institutions that will accept a grade of Pass or No Pass.
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Complete and submit the application to AB104@ghctk12.com on or before October 1, 2021 at 11:59 pm.

Sincerely,

Julia Howelman
Administrator, High School

Gina Corpus
Administrator, Counseling



Grade Change Application for the 2020-2021 School Year

Instructions

Parents of students shall complete the form below to request a grade change for the 2020–21 school year. Fill in all fields, sign the form and email the form to AB104@ghctk12.com on or before October 1, 2021. **Pursuant to Education Code Section 29066.5 (2)(b), schools shall not accept applications after October 1, 2021.**

Student Information

Student First Name: _____ Student Last Name: _____

Student ID: _____ Student Grade in 2020-2021: []9 []10 []11 []12

Courses to be changed

Semester (Fall/Spring/Summer)	Course Code	Course Title	Teacher name	Current Grade	Grade Change (P/NP)

Post-Secondary Information

Click [here](#) to see a list of California post-secondary educational institutions that will accept a grade of Pass or No Pass. Post-secondary institutions, including those in other states, may not accept a Pass or No Pass Grade instead of a letter grade.

Education Code

Pursuant to Education Code Section 29066.5 (2)(b): The parent, guardian, or education rights holder of a pupil or, for a pupil 18 years of age or older, the pupil who was enrolled in high school and enrolled in a course during the 2020–21 school year may apply to the pupil’s local educational agency to have a letter grade earned for that course, as reflected on the pupil’s transcript, changed to a Pass or No Pass grade.

Parent/Guardian/Education Rights' Holder Name _____

Parent/Guardian/Education Rights' Holder Signature _____ **Date** _____