

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** April 30, 2019

**To:** Principals

**Subject:** PROTOCOLS FOR GRADE STORING OF DROPPED AND NEWLY ENROLLED STUDENTS

**Department and/or Persons Concerned:** All Administrators, Enrollment Clerks, Site Techs, Registrars

**Reference:** CSBA AR 5121: Grades/Evaluation of Student Achievement  
CSBA AR 6158: Independent Study

**Action Requested:** Review guidelines and implement immediately

**Attachment(s):** 1) *Guide for Grade Storing of Dropped and Newly Enrolled Students - Tool for Counselors, Enrollment Clerks, Site Techs and Registrars*  
2) Sample letters to provide parents upon enrollment/disenrollment when student will not earn final term grades

**Brief Explanation:**

The goal of this circular and the attached guide is to provide clarity and guidance around grade storing for students who:

- Request to enroll/disenroll PRIOR to the final term 10-day (or 5-day for 4x4 sites) enrollment cutoff
- Request to enroll/disenroll AT THE 10-day (or 5-day for 4x4 sites) enrollment cutoff (or after)
- Request to enroll in SDUSD late and do not meet the 60 hours of instruction/seat time required to earn first time credit

Administrative Regulation 5121 under section “Withdrawal or Drop from Classes” states, “Students who transfer during the last two weeks of a semester shall earn final grades and credits...Students who leave prior to this time may be issued a report of grades at the time of leaving based on the assignments completed to date. Students should not be penalized for future outstanding assignments; these grades are not a part of the student’s permanent electronic record, as the student has not completed the required minimum 60 hours of instruction for first time credit.”

Within this circular, the last “two weeks” of a semester, as referenced above, is referred to as the “10-day enrollment cutoff.” The “report of grades” referenced above is referred to as the “transfer/withdrawal grades.” Enrollment staff, as referenced within this circular is referring to staff that enroll and/or disenroll students.

It is extremely important that:

- Enrollment/Counseling staff are informed of the 10-day enrollment cutoff date (5-days for 4x4 sites) for each final term.
- Enrollment/Counseling staff understand the impacts to students dropped prior to 10-day (or 5-day) enrollment cutoff as far as students only receiving “transfer/withdrawal grades” and not final grades.
- Enrollment/Counseling staff understand the difference between “withdrawal/transfer grades” and “final/permanent term grades.”
- Enrollment/Counseling staff understand the impacts of dropping a student if the request is disenrolled prior to or after the 10-day enrollment cutoff.

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- Enrollment/Counseling staff understand the requirements for issuing grades/credits to students (i.e. meeting the minimum of 60-hour “seat time” and mastery of content standards).
- Enrollment/Counseling staff effectively communicate to students/families the impacts of enrolling/dropping as they pertain to grades.

**NOTE: The following guidelines below are referenced in detail on attachment 1: *Guide for Grade Storing of Dropped and Newly Enrolled Students - Tool for Counselors, Enrollment Clerks, Site Techs and Registrars.***

### **Request to enroll/disenroll PRIOR to the final term 10-day (or 5-day for 4x4 sites) enrollment cutoff:**

- The goal is to keep the student enrolled until the 10-day enrollment cutoff date, if possible.
- A student must be enrolled at the 10-day enrollment cutoff date in order for final term grades to be awarded (stored).
- Students who transfer prior to the 10-day (or 5 day) enrollment cutoff date must be informed that the grades they are being issued are not final and should be considered at the receiving school when calculating final term grades.
- Students who transfer from a 4x4 SDUSD school to a comprehensive school (or vice versa) may not earn all credits for each course enrolled due to the difference in the total number of courses offered at each site.
- NOTE: Students who are enrolled prior to the final term 10-day (or 5-day) enrollment cutoff and remain enrolled through the date final grades are stored, but DO NOT have the required instructional/seat time and mastery of the content standards; **will not** be issued final term grades.

### **Request to enroll/disenroll at the/or after the 10-day (or 5-day for 4x4 sites) enrollment cutoff:**

- Students who disenroll at the 10-day enrollment cutoff date or after may be issued final term grades, upon confirmation from each teacher to ensure student completed all assignments.
  - Students who leave the district after the 10-day (or 5-day) enrollment cutoff date may receive their final transcript after all grades are confirmed and grades can be stored.
- Students who disenroll from a SDUSD school to enroll outside the district risk not earning all credits taken for courses enrolled at the SDUSD school due to other different course offerings at out-of-district school.
- NOTE: Students who are enrolled at the final term 10-day (or 5-day) enrollment cutoff and remain enrolled through the date final grades are stored, but DO NOT have the required instructional/seat time and mastery of the content standards; **will not** be issued final term grades.

### **Request to enroll in SDUSD late and do not meet the 60 hours of instruction/seat time required to earn first time credit:**

- In order to award final permanent grades to a student, the student must be enrolled at the 10-day (or 5 day) enrollment cutoff but also meet the minimum 60 hours of instructional/seat time and have mastered the content standards for each course.
- Students who enroll late in the semester (i.e. January during S1) will not earn final term grades.
- Students who enroll and provide final term grades (i.e. S1) will not earn additional SDUSD final term grades. Site staff must communicate with each teacher to ensure grades are not issued. For these students, teachers may leave their gradebooks blank, with no assignments, so that no grades are stored at the end of the semester.

For additional guidance and scenarios regarding when grades can and cannot be stored, or when to issue transfer grades, partial grades or an Independent Study Contract, please refer to the attached “*Guide for Grade Storing for Dropped and Newly Enrolled Students – Tool for Counselors, Enrollment Clerks, Site Techs and Registrars.*” In addition, the two sample letters attached should be provided to parents when students transfer for any reason before the grading period ends.

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For questions, contact Veronica Ortega, [vortega1@sandi.net](mailto:vortega1@sandi.net).

APPROVED:

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Attachments