

**SITE OPERATIONS CIRCULAR NO. 2004**

Office of Leadership & Learning

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** December 13, 2019

**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 Dates:** Within two weeks after the end of each final grading term:  
**By September 13, 2019 (for returning students and students who attended summer school)**

**Q1: By November 8, 2019**  
**S1: By February 7, 2020**  
**Q3: By April 17, 2020**  
**S2: By June 23, 2020**

**Reference:** District Administrative Regulation 5121  
District Administrative Procedure 4770  
*Course of Study, TK-12* (Identification and Definition of Year-Long Courses)

**Action Requested:** Review guidelines to understand and implement the Grade Replacement process for year-long mathematics and world language courses.

Ensure site staff process grade replacement manually for all students who are eligible for change.

**Brief Explanation:**

Certain district Mathematics and Language other than English (LOTE) courses are classified as being year-long (as opposed to two semesters). In a district year-long course, the second semester's work is dependent upon the learning accomplished in the first semester. In the *Course of Study*, these courses are identified with a dash between the two semesters as opposed to a comma (i.e., Spanish 1-2; Integrated Math I A-B). Grade replacement does not apply to courses taken at charter schools or outside the district

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 same level (i.e. regular, advanced, honors, AP, Spanish for Spanish Speakers) course, a grade of "D" is recorded for the first semester and credit is earned for both semesters.

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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 is recorded as earned.

The grade replacement process is conducted manually at each school site by the registrar or a designated alternative at the end of final terms (e.g. Q2/S1, Q4/S2).

Grade replacement **does not** apply when a student takes a regular course to replace an advanced, honors or AP course (and vice versa) during one of the semesters.

For example: a student takes Integrated Math I-A Advance (IMIA Adv.) and receives an “F” grade. Student then takes Integrated Math I-B (IMIB) regular course and earns a “B” grade. The “B” grade in the second part of the regular course does not replace the “F” grade received in IMIA Adv. The same applies if student took Integrated Math I-A (IMI-A) regular course, and if student earned a “D” grade or higher, the better grade cannot replace the grade received in IMIA Adv.

Grade replacement **does not** apply when a student takes a yearlong math or foreign language course to replace a previous yearlong semester course.

For example: A student takes Spanish 1-2 and receives “F” grades in both semester courses. Student then takes Spanish 3 during the following school year and receives a “C” grade. Spanish 1 and Spanish 2 grades cannot be replaced due to earning a “D” grade or better in Spanish 3 or Spanish 4

Example 2: A student takes Integrated Math II-B (IMIIB) and receives an “F” grade. Student then takes Integrated Math III-A (IMIIA) and receives a “B” grade. The IMIIA cannot replace the grade of IMIIB.

Grade replacement applies to two parts of a district yearlong course 1 and 2 (A and B) when both parts of the same level are completed. For grade replacement purposes, both parts of the yearlong course must be taken at district-managed schools (charter schools are no longer district-managed schools and are considered out-of-district).

For questions, contact Operations Specialist Veronica Ortega ([vortegal@sandi.net](mailto:vortegal@sandi.net)), Office of Leadership & Learning

APPROVED:

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