

SITE OPERATIONS CIRCULAR NO. 2002

Office of Leadership & Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: December 13, 2019

To: Secondary Site Administrators, Head Counselors, Registrars, and Site Technicians

Subject: GUIDELINES FOR GRADE SUPPRESSION

Department and/or Persons Concerned: All Secondary Administrators, Head Counselors, Registrars, and Site Technicians

Due Date: Within two weeks after the end of each grading period:
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

Action Requested: Review guidelines to understand when and why a scholarship mark is suppressed (or not suppressed).

Implement and ensure site staff process grade suppression for all students who are eligible for change. Grade suppression is conducted by running two different reports in PowerSchool; Grades may no longer be suppressed manually.

Brief Explanation:

General Rules:

1. The intent of grade suppression is to encourage a SDUSD student who receives a “D” or “F” on a SDUSD course to repeat the same course or course equivalent multiple times, to improve the mark and the cumulative GPA.
2. Grade suppression does not affect marks displayed on student progress reports, nor the term GPA.
3. SDUSD courses that have been suppressed **are not** counted in graduation credits and **are excluded** from cumulative GPA calculations within the district.
4. Suppressed courses are listed on students’ transcripts with an “R” next to the course title.
5. PowerSchool automatically processes suppression of one course when grades are stored.
6. There are two processes in PowerSchool for managing Grade Suppression. The first, “Grade Suppression for Identical Grades” replaces manual setting of grade suppression flags for identical grades for individual students. The second process, “Repeated Course

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Grade Suppression” applies grade suppression as appropriate to all grades for the selected students.

7. In order for the suppression policy to apply, the mark in the original SDUSD course must be a “D” or “F,” and the student must repeat the exact course, with the same district course number, or an equivalent course.
8. If grade suppression applies, the course in which the lower mark was earned is suppressed, regardless of the order in which the courses were taken. If the marks are the same, the earlier mark is suppressed.
9. For grade suppression purposes, a student may repeat a course only until he or she receives a grade of “C” or better.
10. For suppression purposes, both the original and the repeat course must be taken at district-managed schools (charter schools are no longer district-managed schools and are considered out-of-district).
11. Suppression does not apply to courses taken at charter schools or outside the district. Courses that are transcribed from out-of-district that have been suppressed by the sending district are not transcribed as such on SDUSD transcript. All grades earned from sending school will be included on SDUSD transcript and count toward SDUSD GPAs.
12. The original course and the repeat of the course must be taken in different terms. Suppression will not occur for courses with the same or equivalent course number taken within the same quarter or semester.
13. Except under rare circumstances, California law prohibits a student from repeating a course in which he or she originally received a grade that is sufficient to satisfy requirements for admission to the California public institutions of postsecondary education and/or the minimum requirements for graduation, unless the course is repeatable for credit. Therefore, it is permissible for a student who receives a “D” to repeat a course in order to remediate the low grade; however, students who receive a grade of “C, B, or A” may not repeat the same course.

EXAMPLES:

1. Student receives an “F” in English 3 (1570), semester 1 of grade 10. Student repeats English 3 semester 1 in grade 11 and earns a passing mark (D, C, B, or A). Credit earned will be counted in grade 11 and the cumulative GPA (grades 10-12 and grades 9-12) will include the passing mark, not the “F” which will be suppressed. Both marks will appear on the transcript. The suppressed “F” will reflect an “R” mark next to the course number indicating the grade was suppressed.
2. Student receives a “D” in English 2 (1541), semester 2 of grade 9. Student repeats English 2 in summer session before grade 10 and earns a higher passing mark (C, B, or A). The English 2 mark for grade 9 will be suppressed (an “R” will show on the “D” grade). The credit will be counted in grade 10, no credit will be earned for the “D” grade earned in 9th grade, and the cumulative GPA will include the higher passing mark, not the “D”. Both grade marks will appear on the transcript.
3. Student receives a “D” (or an “F”) both times the course is taken. The first course will be suppressed; the second course will be included in credit counts and GPA calculations within the district. Both grade marks will appear on the transcript however only one credit will be earned if the student receives two “Ds.”

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4. Student receives an “F” in the repeated course after receiving a “D” originally. The repeated course will be suppressed; the first course with the higher mark will be included in credit counts and GPA calculations within the district. Both marks will appear on the transcript.
5. Student receives an “F” in English 2, semester 2 of grade 9; student repeats English 2 in summer session and receives an “F”. Student repeats English 2, in the following spring semester and receives a “C”. The “F” marks will be suppressed. The third course will be included in credit counts and GPA calculations within the district. All three marks will appear on the transcript. (See note 2 and 3.)

NOTES:

1. Academic marks for all courses taken appear on the student’s transcript. Grade suppression affects a student’s GPA within the district, but Colleges and Universities may elect to ignore the suppression and include all courses in GPA calculations. Students should review admission requirements of colleges and universities to determine how GPAs will be calculated by each institution.
2. Powerschool automatically processes suppression of one course when grades are stored.
3. If, instead of repeating the original course, the student takes a course equivalent for grade suppression, PowerSchool automatically processes the suppression for one course.
4. Two functions were implemented in PowerSchool to replace the manual grade suppression. For specific directions, please refer to *SDUSD Academic History Handbook*:
 - a. For identical grades “D to D” or “F to F,” refer to SDUSD PowerSchool function **“Grade Suppression for Identical D to D or F to F.”** Go to: Set Up> System > scroll to Grades>click on Grade Suppression for Identical D to D or F to F.
 - b. For repeat course suppression, refer to SDUSD PowerSchool function **“Repeat Course Grade Suppression.”** Go to: Set Up> System >scroll to Grades>click on Repeat Course Grade Suppression.
5. “Repeated Course Grade Suppression” will only work for active students.
6. Reminder: “A,” “B,” or “C” grades are never suppressed.
7. Reference Job Aid: *Academic History for Registrars & Site Techs Handbook* for additional information regarding “how to” steps in PowerSchool.
8. This Site Operations Circular supersedes all previous versions of “Guidelines for Grade Suppression Policy,” including memorandums and circulars.

For questions, contact Operations Specialist Veronica Ortega (vortega1@sandi.net), Office of Leadership & Learning.

APPROVED:

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Chief
Office of Leadership & Learning