

## **Parent Instructions for CDE Credit/No Credit Grade Change Application**

**This form is valid ONLY for grades earned in the 2020-2021 school year.**

**All applications must be received by August 14<sup>th</sup>, 2021; NO EXCEPTIONS.**

1. Open the CDE Credit/No Credit Application (Paper copies will be available at the attendance window)

(English) <https://www.cde.ca.gov/ci/gs/ps/documents/gradechange20form.pdf>

(Spanish)

[https://resources.finalsite.net/images/v1627483686/lodiusdnet/ycpe3skbi169tgymrkjg/GradeChangeForm\\_Spanish.pdf](https://resources.finalsite.net/images/v1627483686/lodiusdnet/ycpe3skbi169tgymrkjg/GradeChangeForm_Spanish.pdf)

2. Complete **all** fields on the form. INCOMPLETE FORMS WILL NOT BE ACCEPTED.
  - a) Student first name, last name, ID number, grade
  - b) School name (where the course was completed)
  - c) If a Semester grade, select Fall, Spring, and/or Summer
  - d) Course code, course title, teacher name, the current grade you have in the course, and whether you want the grade change to be Pass or No Pass. (A Failing grade can only be recorded as a No Pass)
  - e) Parent/Guardian/Educational Rights Holder is to print, date, and sign the application. Please include a valid telephone number so that we may contact you upon completion of the change.
3. Applications must be turned in at the MCNAIR HIGH SCHOOL MAIN OFFICE ONLY. Students may do so before/after school or at lunchtime only. Parents may come to the main gate between the hours of 7 am to 3 pm. NO ELECTRONIC COPIES WILL BE ACCEPTED, NO EXCEPTIONS.
4. Valid applications will be time-stamped, and a copy given to the student/parent.
5. Upon completion of the grade change, the school will inform the parent at the valid telephone contact number provided along with a written correspondence.