

Dear El Monte Union High School District Students and Families,

El Monte Union High School District (EMUHSD) acknowledges that the current COVID-19 pandemic has brought on a tremendous amount of hardship to our students and families. As a result, the EMUHSD Board of Trustees amended Board Policy 5121 - Grades/Evaluation of Student Achievement on Wednesday, May 6, 2020.

The amended Board Policy will allow students the option to receive a letter grade or a Credit (CR)/No Credit (NCR) for each class taken in the Spring and Summer 2020 semesters. Students are encouraged to continue to be engaged through Distance Learning and to complete their assignments to see their grades improve during the school dismissal period. No student will receive an F; rather, all F grades will automatically default to No Credit (NCR).

Grade marks, whether letter grades or CR/NCR, will not be factored into a student's overall GPA, ensuring that there is no impact on class rank. The term "class rank" is an internal process used by the District to determine the ranking for each student by grade level. The 2020 Spring Semester and Summer Session grades will not be used for the purpose of overall class ranking. It will have no effect on the determination of Salutatorian and Valedictorian for the class of 2020, 2021, 2022, and 2023. This will also apply to summer 2020 grades if students complete courses in the summer and select a letter grade.

All students have until August 16, 2020, to request letter grades. Otherwise, final grades will default to Credit/No Credit.

Final grades will be reported using the scale below:

Mark	Percent	Definition	Grade Points
A	(90-100%)	Excellent Achievement	4.0
B	(80-89%)	Above Average Achievement	3.0
C	(70-79%)	Average Achievement	2.0
D	(60-69%)	Below Average Achievement	1.0
F	(0-59%)	Little or No Achievement	0
I		Incomplete	0
N		No Mark	0
W		For a Student who Drops a Class	0
CR	(60-100%)	Received Credit for Class Completion in the Spring/Summer of 2020	0
NCR	(0-59%)	Did Not Receive Credit for Class Completion in the Spring/Summer of 2020	0

Students who receive a CR grade will earn the appropriate semester units of credit for the course. On April 2, 2020, the University of California (UC), California State University (CSU), the California Community College System, and the Association of Independent California Colleges and Universities announced they will accept Credit/No Credit marks in lieu of letter grades for all courses. This includes a-g courses completed in Winter/Spring/Summer Semesters 2020 for all students. Marks of Credit will not affect the UC or CSU calculations of GPA for future applications. However, as of today, **students who choose letter grades will report these grades to the UC and CSU system when applying for admissions.**

High school students are cautioned about making the decision of taking Credit/No Credit marks if they plan on applying to out-of-state colleges/universities. EMUHSD students shall take full responsibility for reviewing the individual college admission policies for Credit/No Credit for out-of-state schools.

How can students choose a letter grade?

Students will have from **Monday, July 27** until 11:59 p.m. **Sunday, August 16** to make their grading selections. Students can change their selections at any point while the window is open. After August 16, selections will be locked for the report card and transcript processing. Students will need to log in using their district-issued Google credentials (email address and password) to complete this process. Students may use their district-issued Chromebook or any internet-enabled device to make their selection.

Steps students need to follow:

1. Navigate to www.emuhsd.org/gradingpetition, which contains all information and frequently asked questions (FAQs) about this grading process. From there, you will find a direct link to our grading petition student portal website. Once clicked, students will use the “Sign in with my Google account” button. This website will also be linked to every student Chromebook homepage under “Grading Petition.”
2. As shown below, a list of current class(es) **1** will populate a student’s final letter grade **2** from Summer Session(s). Students will see the final class grade submitted by the teacher, which reflects all assignments scored. To select that a letter grade as shown instead of the default Credit/No Credit (CR/NCR) option, simply check the box on the right within the same row **3**. Repeat this process for each class. **Note:** A letter grade of F will automatically default to No Credit (NCR) and cannot be changed to a letter grade.
3. Once all of the selections are made, click the “Submit” button **4**. You will be presented with a final confirmation page to “Accept” or “Cancel” the grade petition changes.

STUDENT: [REDACTED]
IDN: [REDACTED]
GRADE LEVEL: 11
SCHOOL: [REDACTED]

Student Grade for Summer 2019-2020.

PER	COURSE	TEACHER	FINAL GRADE	ELECT FOR LETTER GRADE
01	ENG 1 FALL P	[REDACTED]	A+	<input type="checkbox"/>

Submit

The EMUHSD will continue to follow orders from the Los Angeles County Department of Public Health to ensure our students and school community are safe as we move forward with plans for Fall 2020.