

**Petition for PASS/FAIL**  
**Date of Review by CSL April 14, 2020**  
**Date of Adoption April 14, 2020**

- Students may encounter events that are beyond their control which impact academic performance. Under these circumstances, a student may petition for course grade(s) to be changed to PASS / FAIL (P / F). Petition forms can be obtained from school counselors, teachers or learning resource specialists. This petition process should only be used in extenuating circumstances.
- Students and parents / guardians are required to work with the teacher **and** school counselor or learning resources specialist in order to complete the petition. This collaboration ensures the student and parents or guardians are aware of the implications of the grade change which is reflected on the transcript.
- Petitions may be completed and submitted to the Principal at any time prior to the last instructional day, but must be submitted no later than 10 days after the last day of semester exams.
- Upon receipt of the petition, the Principal will convene the Academic Review Team (the team is generally composed of an administrator, a teacher, and a member of Student Services) to consider the request and inform the student and parent/ guardian of the decision.

**Student Name**

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**Grade Level**

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**Course**

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*Please attach to this form a written statement describing the circumstances for the petition and other relevant documents. All signatures must accompany this petition in order for the petition to be advanced to the Academic Review Team.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent / Guardian Signature\*\* \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Services Representative \_\_\_\_\_ Date \_\_\_\_\_  
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