

FLORIDA DEPARTMENT OF EDUCATION



John L. Winn
Commissioner of Education



STATE BOARD OF EDUCATION

F. PHILIP HANDY, *Chairman*

T. WILLARD FAIR, *Vice Chairman*

Members

DONNA G. CALLAWAY

JULIA L. JOHNSON

ROBERTO MARTÍNEZ

PHOEBE RAULERSON

LINDA K. TAYLOR

CONTACT PERSON

Name: Mary Jo Butler
Phone: (850) 245-0479
Suncom: 205-0479
Email: maryjo.butler@fldoe.org
K12: 2005-08

MEMORANDUM

TO: District School Superintendents

FROM: Jim Warford

DATE: February 17, 2005

SUBJECT: Forgiveness Policies and Grade Reporting on Student Transcripts

Florida continues to expand opportunities to ensure that students increase their proficiency within the K20 seamless system and successfully progress through each grade, earn a high school diploma, and transition to postsecondary education or the workforce. This memo is written to clarify school districts' responsibilities and authority related to reporting grades on student transcripts and forgiveness policies designed to assist students in meeting graduation requirements. Pursuant to section 1003.43(5)(e), Florida Statutes (General requirements for high school graduation.--), each district school board must adopt policies designed to assist students in meeting graduation requirements.

These policies may include, but not be limited to, forgiveness policies. Beginning in the 2000-2001 school year and thereafter, forgiveness policies for required courses shall be limited to replacing a grade of "D" or "F" with a grade of "C" or higher earned subsequently in the same or comparable course. Forgiveness policies for elective courses shall be limited to replacing a grade of "D" or "F" with a grade of "C" or higher earned subsequently in another course. Any course grade not replaced according to a district school board forgiveness policy must be included in the calculation of the cumulative grade point average required for graduation. The restrictions on district forgiveness policies do not apply to students below the ninth grade taking high school courses for credit.

Regarding student transcripts, Rule 6A-1.0955(3)(a)(7), FAC, requires each school district to keep records on courses taken and record of achievement, such as grades, unit, or certification of competence. Student records cannot be altered at any time unless it has been determined that the information is inaccurate or in violation of the privacy or other rights of the student. Therefore, all courses and grades must be included on a student's transcript.

The authority for the school board to adopt a forgiveness policy does not provide the authority to alter a student's record to delete the forgiven course and grade. The forgiveness policy authorization is for the express purpose of assisting students in meeting the requirement to attain a minimum grade point average necessary to graduate from high school. The board does not have the authority to purge that student's record to delete the first grade. All forgiven courses and grades must be included on a student's transcript as an accurate reflection of the student's record of achievement.

If you have questions or need additional information, please contact Mary Jo Butler at maryjo.butler@fldoe.org or Mike Tremor at michael.tremor@fldoe.org.

JW:mjbo

cc: Assistant Superintendents of Curriculum and Instruction
Student Services Directors
Guidance Supervisors
MIS Directors