



High F Procedure and Process

When: Within 10 days of grades being posted for 1st, 2nd or 3rd quarter.

Who: School counselor initiates the process with the teacher and student. Registrar will input grade.

Step #1: Call the student in to see if they are interested in participating in the 'High F' option to try to recover credit for a failed grade the previous quarter.

Step #2: Create a plan of action: Alert teacher (in person or via email) that student would like to complete work for the 'High F' option to try to earn credit for a failed grade. Counselor, teacher and student will create a plan with the teacher of record. The teacher will lay out what work needs to be completed, counselor will facilitate if student needs to stay after school a certain day of the week, etc.

Step #3: Student will take the 'High F' option form to the teacher for teacher and student to fill out together. Student returns a copy of to school counselor.

Step #4: After form completed, student work completed, teacher will then submit a grade change form to registrar and grade will be changed from an F to a D- or P.