

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 25, 2021

**To:** Principals, Vice Principals, Counselors, and Registrars

**Subject:** AB 104: Retention, Pass/No Pass, and Graduation Requirements and effects of 2020-21 school year

**Department and/or Persons Concerned:** Administration and Counseling

**Reference:** AB 104

**Action Requested:** Review guidelines and implement immediately

**Brief Explanation:**

On July 1, Gov Gavin Newsom signed into law [Assembly Bill 104](#) (AB 104), which addresses the learning needs of students as it relates to grade retention, grade marks, and graduation requirements in response to the ongoing COVID-19 pandemic during the 2020-21 school year.

**Retention**

AB 104 allows parents or guardians of eligible students to submit a written request for retention consultation. Students are eligible if they received deficient grades for at least half of their coursework during the 2020-2021 school year. Deficient grades for San Diego Unified are defined as follows:

- TK - 5 grade marks of a 1 or 2
- 6 - 12 grade marks of a D, F, NG, or NC

Parents or guardians who would like to request a retention consultation are to submit a written request for retention consultation to the school site principal for the 2021-2022 school year. Retention Consultations will include the following:

- A consultation meeting with the parent, the student, the administrator, and a teacher conducted within 30 calendar days of receiving a written retention consultation request from a parent.
- A discussion of all available learning recovery options, research on the effects of retention and the benefits of particular interventions and supports, and consideration of the student's academic data and any other information relevant to whether retention is in the student's best interests, academically and socially.

Parents or guardians will be notified of the decision within 10 days of the retention consultation meeting:

- A student who is retained under this section (AB104) must be offered supplemental interventions and support.
- A retention decision is to be consistent with a student's individualized education program.

- Regardless of the retention decision, the student is to be offered specific interventions and supports
- For grades 6-12, if the decision is to not retain, the student is to be offered access to prior semester courses in which the student received a D or F letter grade in the 2020–21 school year.

AB 104 requirements are supplemental to, and do not replace any existing district retention policies. For retention questions, contact Maria Montgomery.

### **Request for “Pass” or “No Pass” grade marks**

AB 104 allows parents or guardians of high school students enrolled in SDUSD coursework during the 2020-21 school year to replace their letter grades to a “Pass” (P) or “No Pass” (NP) designation on their transcript:

- “Pass” (P) can replace a final grade mark of A, B, C, or D
- “No Pass” (NP) can replace a final grade mark of F, NC, or NG
- P/NP marks are not calculated into the overall GPA
- P/NP grades do not suppress previously earned D/F grades
  - The intent of grade suppression is to encourage a SDUSD student who receives a “D” or “F” on a SDUSD course to repeat the same course or course equivalent multiple times, to improve the mark and the cumulative GPA
  - A P/NP grade change is not recommended for a course that has suppressed a repeated D or F grade, as this will remove the suppression and will now impact the GPA calculation
- Grade replacement can occur for any SDUSD course taken during the 2020-21 school year
- There is no limitation on the number of grades that can be replaced with P/NP as long as the SDUSD coursework was completed during 2020-21

Parents/guardians who would like to request P/NP grade replacement needed to complete and submit the following form via email to the Office of Leadership and Learning at [secondaryschools@sandi.net](mailto:secondaryschools@sandi.net):

- Click on this link to access the fillable form for grade replacement requests: <https://www.cde.ca.gov/ci/gs/ps/documents/gradechange20form.pdf>
- Forms could only be submitted within **15 DAYS of the posting of the P/NP procedure: August 2nd - 16th**
- Forms submitted after the 15 day window will NOT be accepted or processed
- Parents/guardians will be notified when their student’s transcript has been updated with P/NP marks

AB 104 requires Cal State Universities (CSU) and requests that the University of California (UC) and private colleges accept transcripts with a “Pass” or “No Pass” designation. [CLICK HERE](#) to view a full list of California colleges and universities that will accept P/NP grade marks. For P/NP questions, contact Veronica Ortega.

### **Minimum state graduation requirements**

Students who were enrolled in their junior or senior year of high school during the 2020-21 school year can be issued a diploma if the student meets the minimum state graduation requirements by the end of their senior year.

- Visit the [California Department of Education](#) website for a complete list of the state minimum graduation requirements

- If students cannot meet the minimum state graduation requirements by the end of their senior year, they may enroll in summer school or be offered the option to enroll in a fifth year of instruction to complete minimum state graduation requirements

Counselors and registrars should review student transcripts for the Class of 2021 and 2022 to verify and reach out directly to families if their student qualifies for a high school diploma under AB 104. For State graduation requirement questions, contact Sharon Rubalcava.

APPROVED:

Tavga Bustani  
Chief of Leadership and Learning

Attachment: Grade Change Application