



Preparing every student to thrive in a global society.

July 31, 2021

Dear East Side Union High School District Families,

Under California Assembly Bill 104, a parent, guardian (or Educational Rights Holder), or student (if 18 years old) may request the school district to change a letter grade to Pass (P)/No Pass (NP) on the transcript for grades received during the 2020-21 school year. There is no limit to the number or type of courses eligible for the grade change and the grade change shall not negatively impact the student's grade point average (GPA). AB 104 also provides a parent, guardian (or Educational Rights Holder) the right to request a meeting with school personnel to discuss retention if the student received deficient grades for at least half of their coursework.

Please use the link below to access the Grade Change Request Form or use the enclosed grade change request form to indicate the courses for which you are requesting the grade changes. Fill in all fields, sign the form, and submit via email at educationalservices@esuhsd.org. You can also hand deliver it to your student's school of enrollment or the district office. **You can find your student's 2020-21 grades in the mailer that has been sent out or by contacting your school site.**

Electronic Access of Grade Change Request:
<https://bit.ly/ESUHSDGradeChange>

Please refer to the table below for grade change options:

If the letter grade earned during the 2020-21 school year is...	You can request to change it to...
A, B, C, D	Pass (P)
F	No Pass (NP)

As per AB 104, the change cannot negatively impact a student's GPA. When an "F" is converted to a "No Pass," the zero points are no longer factored into the GPA. Changing a "D" or even a "C" letter grade to a "Pass" may increase a student's GPA, depending on the GPA the student had prior to the grade change. No grade changes will be made that lower a student's GPA.

As per AB 104, enclosed you will find the list of colleges and universities who will accept, for the 2020-21 through 2023-24 school year, for admission purposes, a transcript with a Pass or No Pass grade instead of a letter grade for an applicant pursuant to *Education Code* Section 49066.5(b).

The grade changes will be made in the student's transcript and you will receive notification of the grade change within 15 days of the request.

Deadline to submit the Grade Change Request Form is August 15, 2021. We are unable to accept any requests after this date as per AB 104.

If you have questions and/or need assistance with the grade change request form or wish to request a retention consultation, please reach out to your student's Associate Principal (APED) at their school of enrollment.

Respectfully,
Teresa Marquez – Associate Superintendent of Educational Services

830 N. Capitol Ave | San Jose, CA 95133 | T 408.347.5000 | F 408.347.5015 | esuhsd.org

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