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| **citysl** | **High School for Law Enforcement and Public Safety****116-25 Guy R. Brewer Boulevard****Jamaica, NY 11434****(718) 977-4800****(718) 977-4802 Fax** |

# Laura Van Deren, Principal Danielle Coccia, AP

#  Heather Wright, AP

June 22, 2020

Dear Parents/Guardians,

**PARENT/GUARDIAN CHOICE OF GRADING SCALE FOR HIGH SCHOOL**

* Every parent/ guardian has the option to replace **passing** final grades in June 2020 with grades of credit (CR) when your child receives their final report card.
* Parents/Guardians have the final say in this determination; students need not meet specific criteria.
* Parents/Guardians may choose the CR option for all passing courses or for **specific** passing courses (e.g., math only)
* Instructions for submitting requests to designated school staff:
* Parents/Guardians are invited to discuss their preference and decision with school staff (i.e. principal, assistant principal, guidance counselor).
* Request submission: email request from the parent/guardian sent to Principal Van Deren (lvander@schools.nyc.gov), a documented conversation between the parent/guardian and a school staff member (i.e. principal, assistant principal, guidance counselor), or other records that clearly indicate the parent’s name, student’s name, grade preference by course, and date.
* Then, we will update your child’s’ final grades and provide you with an updated report card and transcript within 30 days of the receipt of the request.
* Parents/Guardians have the right to submit or revise their preference through November 30, 2020.
* **Parents/Guardians of June 2020 Graduates: If you choose to make a request, please submit it as soon as possible.**

If you have any questions or concerns, please contact me. Thank you for your prompt attention to this matter.

Sincerely,

Laura Van Deren

Laura Van Deren, Principal

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