Dear Parent/Guardian,

We recognize that COVID-19 and the transition to blended and remote learning may impact how your student demonstrates their learning. Because of this, you can choose to replace any passing final grade on your student’s transcript since March 2020 with a grade of credit or ‘CR’. This option is meant to ensure that your student’s transcript best reflects their achievements.

Your student’s final grades appear on their transcript, which is the official record of the courses they have completed. Final grades in some courses are used to calculate a cumulative average, which is often used for scholarship and program eligibility and class ranking. If you choose to change any of your student’s final passing grades to ‘CR’, that grade will not affect their cumulative average, but it will still count toward graduation. More information on student transcripts is available at https://www.schools.nyc.gov/learning/student-journey/student-records-and-transcripts.

To let us know which passing course grades you would like to be changed to grades of ‘CR’, respond to this email by 7/15/22 with one of the options below. If you do not respond by this deadline, the original passing final grade will remain on your student’s transcript.

- **I want to change all** passing final grades to passing grades of ‘CR’. Respond to this email with, “change all passing grades from year/term to CR.” Doing so means that none of my student’s passing final grades will be included in their cumulative average, and post-secondary institutions will not see your child’s academic performance.
- **I want to change the following** passing final grades to passing grades of ‘CR’. Respond to this email with, “change the following passing grades from year/term to CR” and list all of the courses for which you are requesting this change.
- **I am not sure.** Respond to this email with, “I would like to meet with a school staff member to discuss this decision.”

Once we receive your decision, we will make the change(s) within 10 business days for students graduating in this term and within 30 business days for all other students.

This is an important decision that impacts your student’s next steps after high school. We are available to discuss these options with you to help you make the best decision for your student. We congratulate your student for reaching this stage in their high school career.

Sincerely,

Amanda Castillo

ACastillo8@schools.nyc.gov

Onward and Upward!
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