


May 19, 2020

TO: Federal Program Director and PASS Contact Person(s)

FROM:  Lionel G. Campos, MSDRS Director

RE: Washington State Portable Assisted Study Sequence (PASS) COVID-19 Emergency Grading Policy

As schools, students, and parents/guardians continue to adapt to OSPI's Continuous Learning During School Closures guidance as a result of Governor Inslee's COVID-19 school closure directive, MSDRS remains committed to providing support and essential services to migratory students. In consultation with OSPI's Migrant Education Program and Sunnyside School District, MSDRS has revised the current PASS grading policies to align with OSPI's release of the "Student Learning & Grading Guidance" designed to build statewide consistency and accountability for K-12 grading policies, with a specific emphasis on high school credit-bearing courses.

MSDRS has prepared a listing of PASS students who have or had an active course enrollment as of 03/17. For the migrant students listed on the enclosure, we are asking PASS Contacts and Federal Program Directors in consultation with the counselor and other appropriate district staff to review the enclosed *PASS COVID-19 Emergency Grading Policy and Guidance* and assess the best option in which no harm is done to the students' academic transcript in regards to grading and projected year of graduation. If the student is unable to complete the course by the end of the school year, please withdraw the student with the most appropriate drop code and ensure either a course completion plan is developed for the student to resume the course through PASS, summer school, or another local credit accrual opportunity.

**PASS Contacts, FPDs and counselors are invited to join MSDRS in the upcoming webinars to learn more about supporting migrant students with PASS.**

#### **PASS COVID-19 Emergency Grading Policy and Guidance**

- **Date and Time:** Wednesday, 05/20 from 10:00 – 11:30 a.m.
- **Zoom Information:**
  - **Password:** 576593
  - **Hyperlink:**  
<https://us02web.zoom.us/j/83030401492?pwd=Vmc2WUN2Mi84RkV1Z0Y1Tk05VWZZQT09>
  - **Meeting ID:** 830 3040 1492
  - **Dial by your location:** 1(253) 215-8782 US (Tacoma) or find your local number:  
<https://us02web.zoom.us/j/kdWs1Z1kkv>

### Remote Learning and Summer School: Student Support and Testing Strategies

- **Date and Time:** Wednesday, 05/27 from 10:00 – 11:30 a.m.
- **Zoom Information:**
  - **Password:** 957054
  - **Hyperlink:**  
<https://us02web.zoom.us/j/83030401492?pwd=Vmc2WUN2Mi84RkV1Z0Y1Tk05VWZZQT09>
  - **Meeting ID:** 819 3850 5320
  - **Dial by your location:** 1(253) 215-8782 US (Tacoma) or find your local number:  
<https://us02web.zoom.us/j/83030401492?pwd=Vmc2WUN2Mi84RkV1Z0Y1Tk05VWZZQT09>

To learn more about OSPI's "Student Learning & Grading Guidance", you may visit the NEW *PASS Novel Coronavirus (COVID-19) Guidance and Resource* page at [www.msdr.org](http://www.msdr.org) or log into the PASS database. Should you have any questions feel free to contact Heather Garcia-Mendoza or Lily Sanchez at [PASS@MSDR.ORG](mailto:PASS@MSDR.ORG) or (509) 439-2300.

Encl.

District COVID-19 Active Course Listing (*password protected listing to be sent in a separate email*)  
PASS COVID-19 Emergency Grading Policy and Guidance



# PASS COVID-19 Emergency Grading Policy and Guidance Released 05/19/2020

PASS is a supplemental program designed to serve migratory students with credit accrual needs, housed at Sunnyside School District and funded through OSPI’s Title I-Part C Migrant Education Program. The program is offered as a supplement to the traditional classroom instruction provided through the local school district. In consultation with OSPI’s Migrant Education Program and Sunnyside School District, MSDRS has revised the current PASS grading policies to align with OSPI’s release of the “Student Learning & Grading Guidance”, designed to build statewide consistency and accountability for K-12 grading policies, with a specific emphasis on high school credit-bearing courses.

In compliance with OSPI’s guidance, PASS Contacts, Federal Program Directors, and Counselors are strongly encouraged to:

- Consult with instructional staff and principals to determine which Washington State Student Learning Standards, skills, and knowledge are most essential for success in the next course AND
- Ensure PASS students are offered multiple opportunities to demonstrate their proficiency in order to earn a passing grade and the needed credits through PASS and/or another locally identified credit accrual option without causing harm to the student grades and expected year of graduation

**Grading Policy Updates and Revisions ..... 1**

**PASS Continuous Learning and Emergency Grading Options:..... 2**

## Grading Policy Updates and Revisions

The PASS COVID-19 Emergency Grading Policy and Guidance is applicable to students with active PASS Courses 03/17/2020 – 06/19/2020, and may continue into future terms should Governor Inslee and OSPI extend the Emergency School Closure orders.

1. Every PASS student with an active course enrollment as of 03/17 will have the opportunity to improve their grade with the 03/17 course grade status as a baseline. No student will receive a grade lower than the baseline, and no student will receive a “fail” grade.
2. All PASS courses with an active status during OSPI’s “Student Learning and Grading Guidance” date range of 03/17-06/19, will have a COVID-19 statewide course designator on the transcript.
3. The 2019-2020 PASS Regular School Year End of Term Date will be revised from 06/15 to 06/19.
4. The 2019-2020 PASS Summer School Term will be revised from 06/15-08/22 to 06/20 – 08/22.
5. Transcripts for PASS courses completed from 03/17 to present will be mailed to registrars in the new school year. PASS Contacts may request transcripts by submitting a request to [PASS@MSDR.org](mailto:PASS@MSDR.org) and providing the student name, registrar name and email or mailing address (where the registrar is currently receiving mail). Reminder: Students who did not complete any unit tests during an enrollment period, will not be issued a transcript.

## PASS Continuous Learning and Emergency Grading Options:

1. PASS contacts may continue to support PASS students with the PASS course(s) through the end of regular school year term.
  - a. If the student maintains the baseline course grade or improves the course grade upon completion or withdrawal, no further action is necessary by the PASS Contact.
  - b. If the student's course grade falls below the baseline and the:
    - i. Average of the all unit tests taken in the enrollment period is 60% or above, with student earning credit: MSDRS will modify the average course grade as of the 03/17 baseline and issue credit for only the unit tests taken during the course enrollment period.
    - ii. Average grade of all unit tests taken in the enrollment period is 59% or below, with the student not earning credit: Please see course withdrawal options in bullet 2 below.
2. PASS contacts may withdraw PASS students from the PASS course(s) with the NEW PASS Course Drop Codes listed below. If a district withdraws a student from a PASS Course required for graduation, the district should develop a local plan for course completion with the opportunity for the student to earn the needed credit through PASS or another locally determined credit accrual opportunity.
  - a. **COVID-19:**
    - Student will be issued the present grade and credit for the average grade of tests taken during the enrollment period as of 03/17. Each unit test is equivalent to a .1 credit.
    - The student will have the option to resume coursework in accordance with the locally developed course completion plan by re-enrolling in untested units. The student course grade and credit for the future re-enrollment will be calculated based on the average unit tests for ONLY the units tested in the re-enrollment period.
  - b. **INCOMPLETE COVID-19:**
    - Student will NOT be issued a grade or credit for unit tests completed during the enrollment period as of 03/17. Student will receive an "Incomplete" on the transcript.

- The student will have the options to enroll in the course as a “New Enrollment” in accordance with the locally developed course completion plan.

- **PASS New Enrollment Course Options with PASS**

1. **New Enrollment Option-Previous PASS Unit Test Carry-Forward:**

Any tests completed as of 03/17 will be carried over into the new enrollment period. The student course grade in the new term will be calculated based on the average unit tests for ALL units that were carried over from 03/17 and any unit tests completed during the new term.

**PLEASE NOTE:** The PASS Contact, must notify MSDRS staff upon enrollment that the student course was an *Incomplete COVID-19* course for previous unit grades completed as of 03/17 to be carried forward into the new enrollment period. If the contact would like additional units taken after 03/17 to be included in the new enrollment, the contact may request that the units be included upon enrollment in the new term.

2. **New Enrollment-No Previous Unit Test Carry-Forward:** The student will have the option to enroll in the PASS course as a “New Enrollment”. No previously completed PASS coursework will be carried forward into the new enrollment period. The student course grade in the new term will be calculated based on the average unit tests for ONLY unit tests completed during the new term.

**PLEASE NOTE:** If the district chooses new enrollment, with no unit test carry-forward, there is no need to notify MSDRS.

3. If a PASS contact has already dropped a student from an active PASS course as of 03/17 and the district would like to change the drop code to one of the new offerings identified in 2a or 2b listed above to do no harm to the student, please submit the request to [PASS@MSDR.ORG](mailto:PASS@MSDR.ORG).

To learn more about OSPI’s “Student Learning & Grading Guidance”, you may visit the *NEW PASS Novel Coronavirus (COVID-19) Guidance and Resource* page at [www.msdr.org](http://www.msdr.org) or log into the PASS database. Should you have any questions feel free to contact Heather Garcia-Mendoza or Lily Sanchez at [PASS@MSDR.ORG](mailto:PASS@MSDR.ORG) or (509) 439-2300.