

DR. JASON BARNETT
Superintendent of Education



DEKALB COUNTY
SCHOOLS

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Reporting Errors

In the rare occurrence that a grade is reported inaccurately, the **teacher** responsible for the subject in question is responsible for making the change in the reporting database. The change will also have a notation and initial in the database for the change and the reason for the change. If the teacher is no longer on staff or is incapable of making the correction, a **two-man** rule will be implemented to make the correction. The “two-man” team would consist of the counselor and the head administrator of the school. This change would also require a notation in the database for the reason and initials of the counselor and administrator, and district supervisor.



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