



**Jakub Lau, Principal**  
**Hazel Ann Lewis, Assistant Principal**

Dear Emerson 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/record for the 2020-21 school year with a grade of credit or 'P'. This option is meant to ensure that your student's transcript/record 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. If you choose to change any of your student's passing grades to 'P', that grade will not affect their cumulative average. 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 final grades from the 2020-21 school year you would like to be changed to grades of 'P', respond by email to BOTH Mr. Lau at [JLau@schools.nyc.gov](mailto:JLau@schools.nyc.gov) and Dr. Lewis at [HLewis4@schools.nyc.gov](mailto:HLewis4@schools.nyc.gov) by July 18, 2021 with one of the options below. If you do not respond by this deadline, the original passing final grade will be saved on your student's transcript/record.

- I **want to change all** passing final grades to passing grades of 'P'. Respond to this email with, "change all passing grades from the 2020-21 school year to P." Doing so means that none of my student's passing final grades will be included in their cumulative average.
- I **want to change the following** passing final grades to passing grades of 'P'. Respond to this email with, "change the following passing grades from the 2020-21 school year to P" and list all of the courses for which you are requesting this change.
- I **do not want to change** any passing final grades to passing grades of 'P'. Respond to this email with, "do not change any grades." I understand that all of my student's passing final grades will be included in their cumulative average.
- 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 leaving the school (going to high school) in this term and within 30 business days for all other students.

We are available to discuss these options with you to help you make the best decision for your student.

Sincerely,

Jakub Lau

Principal