



MARYLAND OFFICE OF THE
INSPECTOR GENERAL FOR EDUCATION

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August 26, 2025

VIA EMAIL (superintendent@pgcps.org)

Dr. Shawn Joseph, Ed.D.
Interim Superintendent
Prince George's County Public Schools
14201 School Lane
Upper Marlboro, Maryland 20772

Ref: OIGE Case 25-0004-I

Management Alert Report

Prince George's County Public Schools Grade Manager Responsibilities

Dear Superintendent Joseph,

This management alert addresses allegations of grade change practices in the Prince George's County Public Schools (PGCPS) and the role and responsibilities of the grade manager.

The Office of the Inspector General for Education (OIGE) investigated claims of improper grade entry practices at Flintstone Elementary School in Prince George's County Public Schools (PGCPS). The complainant alleged that a school official instructed them to enter, modify, and remove assignment grades in teachers' gradebooks, actions they believed violated PGCPS policy and caused a conflict of interest.

The OIGE examined whether it is permissible for grade managers to enter grades into teachers' gradebooks on behalf of teachers. Through interviews, document review, and policy analysis, the OIGE found that the policies governing grade management duties within PGCPS lack clear definitions. Administrative Procedures 5116 and 5121.1 outline grade managers' responsibilities in overseeing grading compliance and updating final grades. However, they do not explicitly specify whether grade managers may enter assignment grades on behalf of teachers or when such actions might create a conflict of interest. Additionally, there is no formal job description for the grade manager role, which causes confusion among staff and leads to conflicting directives from school and central office leadership.

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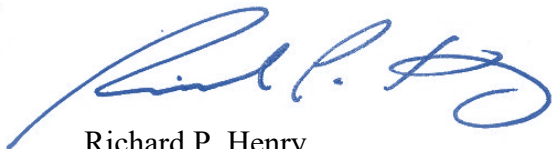
The complainant stated that they sought guidance from the Technology Training Team (T3) Grading and Reporting Office, which advised that grade managers should not enter grades unless no alternative exists. They stated that they received no response, despite sending multiple emails to central office staff and escalating the issue to the area superintendent. However, the school official reported that they received verbal and written assurances from senior PGCPs officials that the complainant's entry of grades under the circumstances, which included a staffing shortage and teacher absence, was permissible.

The investigation did not find that the school official's directive violated policy. However, it identified several issues: unclear policies, no defined boundaries for grade manager duties, inconsistent guidance from central administration, and inadequate training and support for compliance staff. The investigation also found that PGCPs currently lacks procedures for handling grading responsibilities during emergencies, such as extended staff shortages.

This investigation underscores the need for PGCPs to clearly define the role of grade managers, set boundaries on their authority, and implement formal procedures for grading during instructional disruptions. Without these updates, grading integrity and compliance functions could face confusion, inconsistency, and internal conflicts.

OIGE is referring this matter back to the Prince George's County Public School System and the Board of Education for further review and consideration.

Respectfully,



Richard P. Henry
Inspector General

Cc: Brannndon D. Jackson, Chair, PGCPs - Board of Education
Darnell L. Henderson, Esq., General Counsel, PGCPs
Frank S. Turner, II, Integrity & Compliance Officer, PGCPs