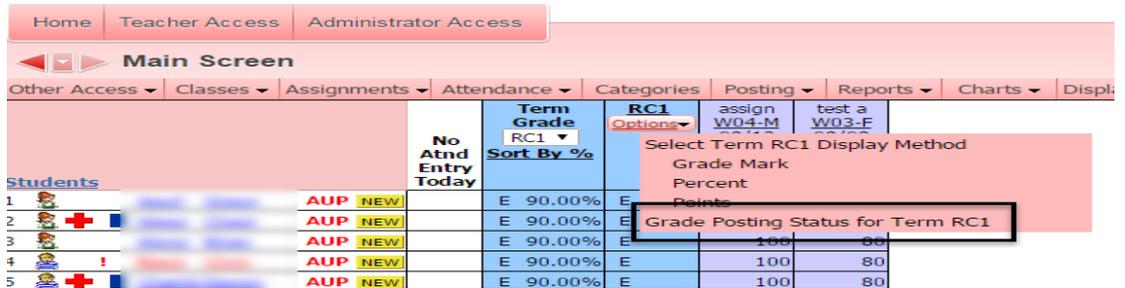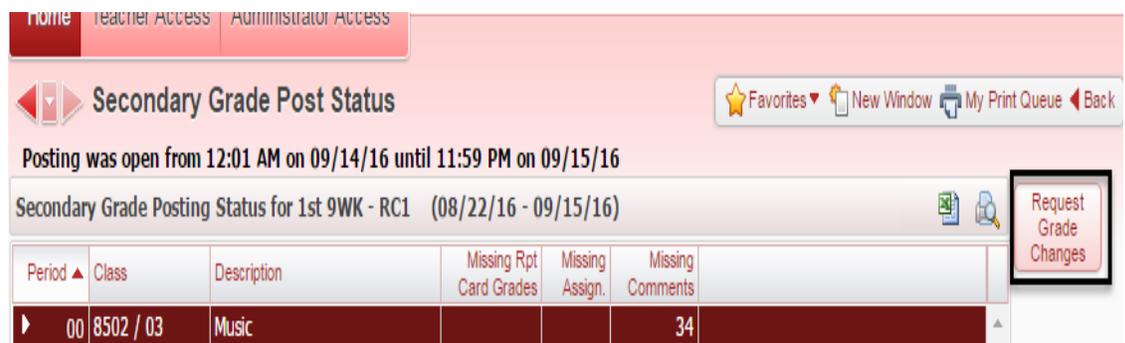# How to Request a Grade Change in EA+

Follow the steps below to request a grade change after the grade window has closed and grades have posted to the office. This term is also referred to as opening the grade window.

This process is usually done for Term grades because a posted grade has changed (**grade difference**), a grade did not post or to change an "incomplete" to a Term grade. The only reason you would request the grade window to be reopened for a Progress Report grade is if the Progress Report grades did not post to the office. It is acceptable to have **grade differences** for Progress Report grades. It is not acceptable to have **grade differences** in Report Card grades.

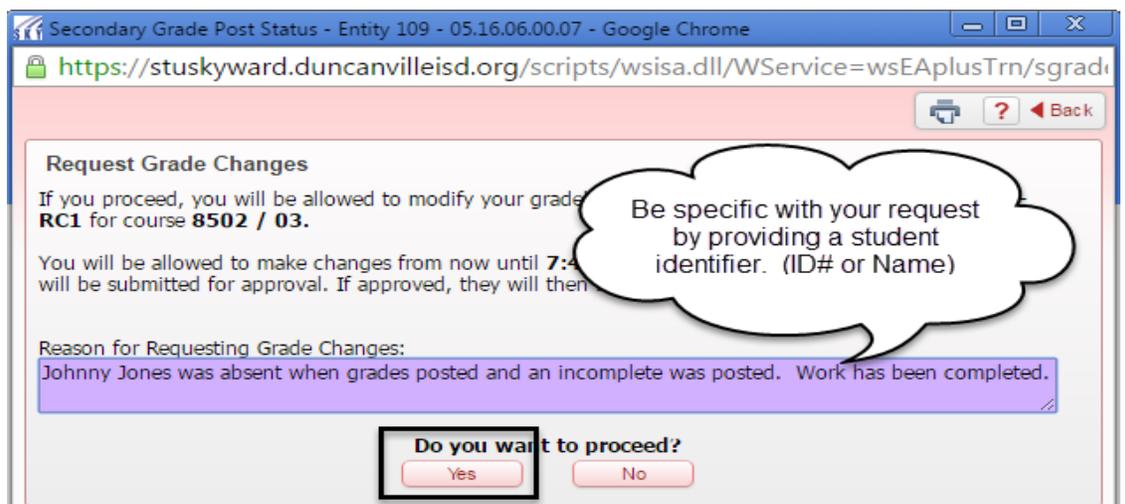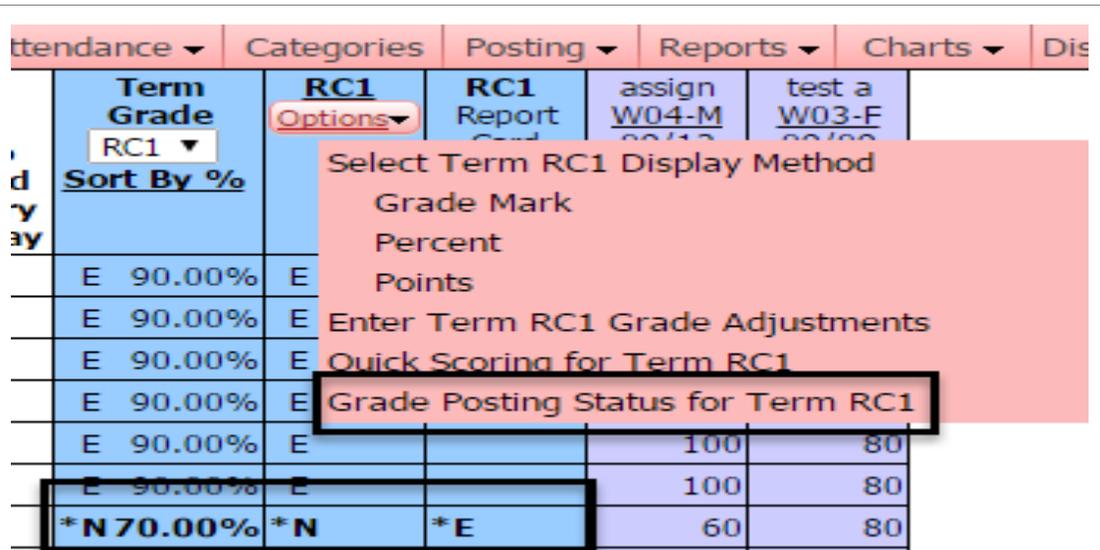|	
From the **Main Screen** Select the appropriate grading period requesting to be re-opened by selecting **Options** and **Grade Posting Status for Term RC1.**	
Highlight the course that is requesting to be re-opened and Click **Request Grade Changes.** NOTE: This request only opens one grade book at a time. If multiple grade books need to be opened, this process must be done for each course.	
Enter reason for grade change request. Be specific by including student's name or ID# and reason for the grade change. If not provided, the office will not accept the grade change request. Click **Yes** to proceed with grade change. After clicking **Yes** you will have two hours to enter grade changes as needed.	

How to Request a Grade Change in EA+

After grades have been changed go back to the **Main Screen** select the appropriate grading period that was requested by selecting **Options** and **Grade Posting Status for Term RC1.**
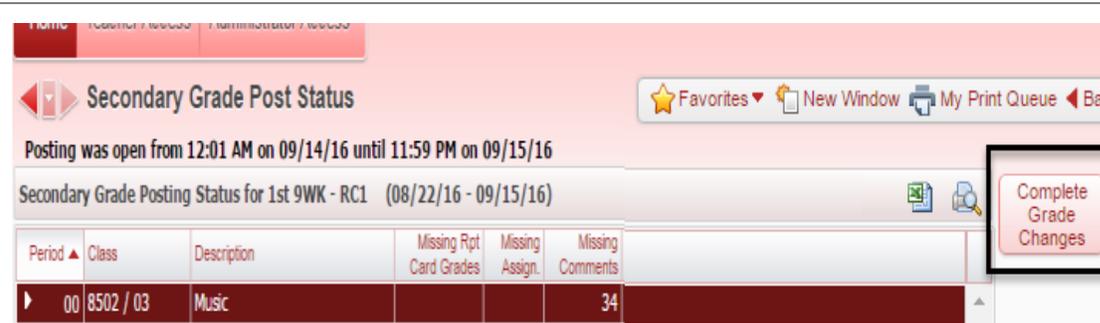
Notice the grade book now reflects a **Grade Difference.** This means the grade that was posted to the report card is now different in the grade book.

Highlight the course that was requested to be re-opened and Click **Complete Grade Changes.**

Click **Yes** to complete the grade change process. Notify the front office to look for the notification in Skyward. The grade change processor will see noting there is a grade change that needs to be approved.