



Dr. Esperanza Zendejas
Superintendent of Schools

BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

Elementary Grade Correction Form

Teachers: Select Type of Request	Teacher HOW TO
<input type="checkbox"/> Use this form to request a grade change after the BISD report card has been printed and distributed. Complete Part A.	PART A Tasks: <ul style="list-style-type: none"> Obtain current Student Report Card to attach to form. Fill out Current MP and EOY AVG on form. Correct assignment/test for specified six-weeks (TAC). Enter New MP and calculate New EOY AVG on form.
<input type="checkbox"/> Use this form to request the entering of BLANK grade after the BISD report card has been printed and distributed. Complete Part B.	PART B Tasks: <ul style="list-style-type: none"> Obtain current Student Report Card to attach to form. Enter missing assignment/test for specified six-weeks (TAC). Enter missing MP and calculate EOY AVG on form.

Reminder: Any change done to a student's report card impacts the students' current MP grade and overall cumulative EOY Average(s). Please make sure form is completed correctly.

Student's Name _____ ID# _____ Grade Level _____ Marking Period: _____

Teacher's Name _____ Date _____

Course Name & Number _____

Part A – Change Report Card Grade Request

Six-Weeks	Current MP	EOY AVG	T O	New MP	New-EOY AVG	
1 st (MP 1)						
2 nd (MP 2)						
3 rd (MP 3)						

Six-Weeks	Current MP	EOY AVG	T O	New MP	New-EOY AVG	
4 th (MP 4)						
5 th (MP 5)						
6 th (MP 6)						

Reason for Grade Change (Please list Assignment(s)/Test(s) where a grade was corrected.):

Part B – Enter Missing “BLANK” Report Card Grade Request

Six-Weeks	Current MP	EOY AVG	T O	New MP	New-EOY AVG	
1 st (MP 1)						
2 nd (MP 2)						
3 rd (MP 3)						

Six-Weeks	Current MP	EOY AVG	T O	New MP	New-EOY AVG	
4 th (MP 4)						
5 th (MP 5)						
6 th (MP 6)						

Reason for Missing Report Card Grade (Please list Assignment(s)/Test(s) where a grade was missing.):

Grade Correction Form must be signed by the Campus Administrator before changes can be made to a student's Report Card Grades.

Note: Any change done to a student's report card impacts the students' current MP grade and overall cumulative EOY Average(s).

Please make sure form is completed correctly.

Teacher Signature	Date	Principal Signature	Date
Data Management Clerk	Date Corrected		
Computer Services Department	Elementary Grade Change Form		Revised September 2016