

**Administrative Procedures for Policy #3415 (Students) Regarding Grading
Procedures: 3415.5
Request for Grade Change**

Student Name	Date	Grade	Student's ID#	Teacher's Name

Marking Period: *Grade Change cannot exceed 45 days past the marking period.*

- Marking Period 1
- Marking Period 2

- Marking Period 3
- Marking Period 4

Class Title	Section	Period	Current Grade	New Grade

New Comment(s):

Reason for Grade Change *(Please indicate the specific reason for the grade change and include the specific assignment details, if applicable):*

Teacher Signature *(Verifying parent contact):* _____ **Date:** _____

- Approved
- Denied, Please See Principal

Principal Signature: _____

Reason for Grade Change:

FOR OFFICE USE ONLY

Date Received in Guidance: _____

Grade Changed by: _____ Signature: _____

Date change was made in SMS: _____

- GPA Calc HR Calc Avg. Cal (M2 & M4) Assign Credit (M2 & M4) Sports Eligible
- Print RC PDF Initial _____