

AUTHORIZATION TO **CORRECT DUAL CREDIT GRADES**

Please refer to PowerSchool Historical Records and the Postsecondary Success Dual Credit Dashboard for the information to complete this form.

Student Name: _____ ID#: _____ DOB: _____ Grade: _____

Counselor: Grades are assigned by the teacher of record only. The change made by the Teacher of Record (Dual Credit Instructor) should be retrieved only from the Postsecondary Success Dual Credit Dashboard. Please attach a copy of the new grade for the data controller's records.

Original Course 1 Name/Number	School Code	Year / Sem.	Grade	New Course 1 Name/Number	Date	Year / Sem.	Grade
				If full year course, course # / semester to be added back			
Original Course 2 Name/Number	School Code	Year / Sem.	Grade	New Course 2 Name/Number	Date	Year / Sem.	Grade
				If full year course, course # / semester to be added back			
Original Course 3 Name/Number	School Code	Year / Sem.	Grade	New Course 3 Name/Number	Date	Year / Sem.	Grade
				If full year course, course # and semester to be added back			

Data Controller: Change the grade of the above Original Course listed to the New Grade.

Name of Person Requesting Change: _____

(Please print)

Counselor's Signature

Date

Principal's Signature

Date

Data Controller:

Data Entry Completed: _____ **Verified:** _____ **Data Controller's Initials** _____

Return a copy of an AAR to the student's counselor with the change.