Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

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_____

Student 3415.5
Adopted: 8/2/90
Revised: 11/14/19; 8/17/20; No Edits- 9/30/24;