



Dr. Jesus H. Chavez  
Superintendent

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

*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 <sup>st</sup> (MP 1)						
2 <sup>nd</sup> (MP 2)						
3 <sup>rd</sup> (MP 3)						

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

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

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

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

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

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

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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