



**Instructions:**

Fill in all fields, sign the form, and submit to your student's school site Principal (LCPA: jrios@tfhe.org, LVLA: bsilb@sjlvla.org, RCLA: rpalomo@sjrcla.org). You can also hand deliver the form to your school site's front office.

**Student Information:**

First Name:

Last Name:

Student ID:

Student Grade: 9    10    11    12

**School Information:**

School Name:

**Courses to be changed:** If you are requesting a grade change in the same course for both semesters, please fill in each semester on its own line.

Course #	Course Title/ Semester 1 or 2	Teacher Name	Current Grade	Grade Change P/NP

**Education Code:**

Pursuant to *Education Code* Section 49066.5 (2)(b): The parent, guardian, or education rights holder of a pupil or, for a pupil 18 years of age or older, the pupil who was enrolled in high school and enrolled in a course during the 2020–21 school year may apply to the pupil's local educational agency to have a letter grade earned for that course, as reflected on the pupil's transcript, changed to a Pass or No Pass grade.

**Parent/Guardian/Education Rights Holder Signature:**

Today's Date