

GRADE CHANGE REQUEST FORM

Grades reported by the teacher are generally considered permanent and final. However, there are circumstances in which a change of grade may be requested. Typical reasons are:

- to correct clerical or procedural errors
- to receive a grade in place of an Incomplete (I) after completing required coursework (usually arranged with the instructor)
- to correct assigned grade level through administrative retention or promotion.

Requests to change grades must be submitted using the following application within five (5) instructional days of receiving the grade.

- Attach any documentation (i.e., Credit Recovery Report, Summer School Report, Grade Report, etc.)

STUDENT INFORMATION			
Date Submitted	Student Name	Student UID#	School/Location

COURSE INFORMATION	
School Year / Semester:	
Grade Level:	▼
Course Code and Title (if applicable):	
Reason for Change:	

GRADE CHANGE INFORMATION									
	Q1	Q2	E1	S1	Q3	Q4	E2	S2	F1
Original Grade									
New Grade									
Grade Level Change	☐ Student is being administratively <u>retained</u> - transferred to a lower grade level from the current grade level. Effective date of change:								

APPROVAL SIGNATURES					
Teacher Name		Teacher Signature		Date	
Counselor Name		Counselor Signature		Date	
Administrator Name		Administrator Signature		Date	

DATA MANAGER Student Information System (SIS) Verification	
Printed Name:	
Signature:	
Date Changed:	

Copies should be provided to: Teacher and School Counselor

Original to: School Data Manager and/or School Secure Drive