

**Grade Book Locking and Unlocking for Prior Marking
Periods 2025-2026 School Year**

When a grade change is needed in a prior marking period that is locked:

- The teacher will use the district-wide form to request that a section be unlocked so that an assignment grade may be changed for a prior marking period.
- The principal or school clerk will email the signed request form to their MIS Data Clerk.
- MIS data clerks will unlock the requested section and then re-lock it at the end of the next day (4:00 pm).

MIS will do the locking and unlocking for the schools upon receipt of the signed request form.

Jerry Baus

Request to Unlock Grade Book for Prior Marking Periods

(for changes to assignment grades)

Teacher must obtain principal's signature before the grade book may be unlocked for grade changes in any prior marking period.

School _____

Marking Period: 1 2 3 4

(Circle One)

Date _____

Student _____

Course _____ Section _____

The student's marking period average will change from _____ to _____.

The student's marking period average will not change.

Reason for grade change: _____

Teacher's Printed Name

Teacher's Email Address

Teacher's Signature

Principal's Signature

*Email the completed form to your Data Clerk.
MIS clerk will email teacher and principal when gradebook is unlocked*