

CHANGE OF GRADE

2012 – 2013 School Year

Date _____

Student's Name _____ Grade _____

Teacher's Name _____

Subject _____ Period _____

_____ 1st 9 weeks _____ 2nd 9 weeks _____ Sem. Test _____ Final Grade

_____ 3rd 9 weeks _____ 4th 9 weeks _____ Sem. Test _____ Final Grade

Incorrect Grade: _____ Letter Grade _____ Percent

Change gradebook: _____ Page No. _____ Assignment No.

_____ Incorrect entry to _____ Correct entry

New Grade after correction: _____ Letter Grade _____ Percent

Why grade needs to be changed:

Teacher Signature: _____ Date _____

Administrator Signature: _____ Date _____

Registrar Signature: _____ Date _____