

Transcript Grade Change Request

Student Information

Last Name	First Name	Current Grade

Change Requested

School Year	
Course Number	
Course Name	
Teacher Assigning Grade	
Graduation Standard <i>(list of graduation standards being modified)</i>	1. 2. 3.
Previously Posted Achievement Level	1. 2. 3.
Recommended Achievement Level	1. 2. 3.
Reason for Change	
Teacher Requesting Change	

Teacher Signature: _____ Date _____

Principle Recommendation

Action: Approve

Disapprove

Comments: _____

Signature: _____ Date _____

Superintendent Action

Action: Approve

Disapprove

Comments: _____

Signature: _____ Date _____

Transcript Change Entered Into SIS:

Posted Grades

Transcript Grades

By: _____

Signature: _____ Date _____

Copy of final change request provided to teacher and guidance counselor