

Grade Change Form

Process for Overriding a Report Card Grade

1. The teacher must discuss with the principal the need for overriding a grade in PowerTeacher.
2. If the principal gives permission, the teacher needs to **make the change in the grade book** and fill out the form below:
 - a. Place a copy in the cum folder.
 - b. Put another copy in a notebook in the principal's office.
 - c. If a student must receive an incomplete because of absences or another approved excuse, the incomplete must be changed to a grade within two weeks from the time report cards go out.

School name: _____

Student name: _____ Grade level: _____

Student ID#: _____ Course name: _____

Course number-Section number _____ - _____

Letter grade _____ Percent grade _____ Effort grade _____

Reason for overriding the grade: _____

Teacher's grade book comment:

From: _____

To: _____

Teacher's name: _____ Teacher's signature: _____

Print

Sign

As principal, I verify that I have checked the grade book and it reflects what is on this form:

Principal's Signature

Central office use only

Date and time form was received: _____

Grade changed in PowerSchool by: _____