

# East Jasper School District

## Changing Grade Form

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Date: \_\_\_\_\_

Course: \_\_\_\_\_

Period: \_\_\_\_\_

Please circle term in which grade is to be changed.

1<sup>st</sup> nine weeks

2<sup>nd</sup> nine weeks

1<sup>st</sup> semester

3<sup>rd</sup> nine weeks

4<sup>th</sup> nine weeks

2<sup>nd</sup> semester

yearly grade

Please answer all questions listed below:

1. This is a grade change because of:

Please circle one of the following

a. No grade in computer

b. Current grade change

c. Removed Incomplete grade (I)

2. Please explain in full detail the reason for question #1.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Was there a parent conference held in reference to this student grade? \_\_\_\_\_

4. Current grade \_\_\_\_\_ New Grade \_\_\_\_\_

**If no current grade was recorded please put N/A**

Teacher Signature: \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Superintendent's Signature

**Note: Grade will not be changed unless this form is completed by teacher, along with the signature of principal and Superintendent**