

# Brandywine

Community Schools

## Grade Change Request Form

(Please print or type.)

Directions: All grade changes must be changed to a letter grade within 10 school days following the end of the marking period. An Incomplete should only be used when student's absences are just prior to the end of the marking period.

Fill out completely and submit to the principal's office for approval.

**Teacher** (Please print): \_\_\_\_\_ **Grade Level:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_ **Student I.D.:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_ **Marking Period:** \_\_\_\_\_

**Posted Grade:** \_\_\_\_\_ **Requested New Grade:** \_\_\_\_\_

**Reason for Grade Change: (Choose only 1 of the following.)**

- |   |   |
|---|---|
| <input type="checkbox"/> Clerical Error | <input type="checkbox"/> Grade Re-calculated          |
| <input type="checkbox"/> Entry Error    | <input type="checkbox"/> Incomplete                   |
| <input type="checkbox"/> Teacher Error  | <input type="checkbox"/> Absent end of marking period |
| <input type="checkbox"/> Other:         |   |

**Additional Comments:** (use backside, if needed)

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- Approved**  **Denied**

**Reason (if needed):**

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Form will be returned to the teacher.)

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Teacher's signature indicates changes have been made in Pinnacle to reflect requested change.

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(When signed, submit this entire form to the Counseling Office. It is advisable to retain a copy for your records.)

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- Verification of grade change in Pinnacle  Grade Changed on date: \_\_\_\_\_

**Counseling Office Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*“Committed to Every Student's Success”*