

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): **1** _____ Grade Level: **2** _____

Student's Name: **3** _____ Student I.D.: **4** _____

Course Title: **5** _____ Marking Period: **6** _____

Posted Grade: **7** _____ Requested New Grade: **8** _____

Reason for Grade Change: (Choose only 1 of the following.) **9**

- | | |
|---|---|
| <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) **10**

Approved **11** Denied

Reason (if needed): **12**

Principal's Signature: **13** _____ Date: **14** _____

(Form will be returned to the teacher.)

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

Teacher Signature: **15** _____ Date: **16** _____

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

Verification of grade change in Pinnacle **17** Grade Changed on date: _____

Counseling Office Signature: **18** _____ Date: **19** _____

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Grade Change Form Instructions

Instructions: Follow each step below or move to the step with the associated number. All work must be legible.

- 1- Print the name of the teacher requesting a grade change for a student.
- 2- Student grade level
- 3- Print the student's official name located in the Pinnacle System, not another name the student could be known by.(i.e. Formal name is Christopher, but is known by Dan.)
- 4-Print the student ID number located in Pinnacle by double-clicking the student's name in the grade book portion.
- 5-Print the course title located on the tabs in the grade book portion of Pinnacle.
- 6- Print the marking period in which change needs to be made. (i.e. 1st Marking Period, 2nd Marking period)
- 7- Print the posted grade shown in Pinnacle before requested change.
- 8- Unfinalize the grades by clicking in the orange box on the blue word change. Unclick the marking period and click save. Make the changes to the grade. Print the requested grade change based on changes made in Pinnacle. DO NOT FINALIZE THE GRADES UNTIL CHANGE HAS BEEN APPROVED.
- 9- Mark the box that best describes reason for requested change.
- 10- Additional Comments from a teacher if the choices were not explanatory.

SUBMIT THIS FORM TO THE PRINCIPAL'S OFFICE

- 11- Principal will check the box appropriate for approving or denying the requested grade change.
- 12- This space is for principal to expand on #11 as deemed necessary.
- 13- Principal's signature is needed to proceed with requested grade change.
- 14- Date principal signed the grade change form.

FORM WILL BE RETURNED TO THE TEACHER AT THIS TIME. IF APPROVED, TEACHER WILL THEN FINALIZE THE CHANGES TO PINNACLE IN THE APPROVED MARKING PERIOD FOR THE APPROVED STUDENT.

- 15- Teacher signature is required to ensure the student's grade has been updated into the Pinnacle grading system.
- 16- Date of teacher signature
- 17-Counseling office will verify grade has been changed in Pinnacle and make the necessary change in the SIS (Student Information System).
- 18- Person verifying #17 will place signature on this line.
- 19- Date the changes were finalized.

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