

SCHOOL: [REDACTED]

STUDENT'S NAME: \_\_\_\_\_ ID # \_\_\_\_\_

COURSE/SECTION # \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_

TEACHER NAME (*printed*): \_\_\_\_\_

### CIRCLE APPROPRIATE GRADING PERIOD

<u>PERIOD</u>	<u>NINE WEEKS</u>	(Semester) <u>EXAM</u>	<u>SEMESTER</u>
1 2 3 4 5 6 7	1 2 3 4 ↓	1 2 ↓	1 2 ↓

GRADE FROM: \_\_\_\_\_

GRADE TO: \_\_\_\_\_

REASON:

\_\_\_\_\_ TO CORRECT A TEACHER ERROR IN CALCULATION

\_\_\_\_\_ TO CLEAR AN INCOMPLETE

PROVIDE AN EXPLANATION BELOW. **BE VERY SPECIFIC.** GRADES CANNOT BE UPDATED WITHOUT APPROPRIATE DOCUMENTATION. **TO CLEAR AN INCOMPLETE, GIVE SPECIFIC DATES THE STUDENT WAS ABSENT AND DOCUMENT ANY EXTENUATING CIRCUMSTANCES.**

---



---



---



---

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TEACHER SIGNATURE

**PLEASE TURN IN TO Mrs. Molinar in the PLC room.**

\_\_\_\_\_ APPROVED

\_\_\_\_\_ NOT APPROVED

\_\_\_\_\_  
PRINCIPAL / DEAN OF INSTRUCTION

COMMENTS:

---