

Grade Change Documentation

Date: _____

Student Name: _____

Teacher Name: _____

Subject: _____ Grading Period: _____

Change grade from _____ to _____

Reason for change:

Check One:

- Teacher error
- Late work accepted
- Make-up work accepted
- Other: _____

Teacher signature/Date: _____

Please place one copy in Susan's folder so that grade is changed on the computer and please give one copy to Marcia for student record.