Grade Change Form

At the end of each grading term, office personnel perform the "Permanently Store Grades" process to copy and store students' current grades from teacher gradebooks in PowerTeacher Pro as historical grades in PowerSchool. If a student's grade is changed after this process teachers must fill out this form and send it to the person in the student's school who maintains historical grades.

Teacher Name: _____

Student Name: _____

Course name/number/expression: _____

Grade to be changed: **(Check one)** Only select A1, A2, or A3 if assessment grade is not averaged in with a quarter grade.

Q1   Q2   A1   S1   Q3   Q4   A2   A3   S2   Y1

Previous numerical grade: _____   **Correct numerical grade:** _____
Previous Letter grade: _____   **Correct Letter Grade:** ____

Teacher Comment: If applicable, include new teacher comment below.

_____

Student Name: _____

Course name/number/expression: _____

Grade to be changed: **(Check one)** Only select A1, A2, or A3 if assessment grade is not averaged in with a quarter grade.

Q1   Q2   A1   S1   Q3   Q4   A2   A3   S2   Y1

Previous numerical grade: _____   **Correct numerical grade:** _____
Previous Letter grade: _____   **Correct Letter Grade:** ____

Teacher Comment: If applicable, include new teacher comment below.

_____

Student Name: _____

Course name/number/expression: _____

Grade to be changed: **(Check one)** Only select A1, A2, or A3 if assessment grade is not averaged in with a quarter grade.

Q1   Q2   A1   S1   Q3   Q4   A2   A3   S2   Y1

Previous numerical grade: _____   **Correct numerical grade:** _____
Previous Letter grade: _____   **Correct Letter Grade:** ____

Teacher Comment: If applicable, include new teacher comment below.

_____

Teacher Signature (required only if form is printed): _____