

NEWFIELD SCHOOL DISTRICT
GRADE CHANGE FORM

Student Name: _____ Date of request: _____

Class/Course: _____ Teacher: _____

School year class/course was taken: _____

Change grade from _____ to _____ for:

- Q1
- Q2
- Q3
- Q4
- Mid-term exam
- Final exam
- Final GPA

Reason for grade change:

- Data entry error
- Computational error
- Incomplete to grade (requirements met)
- Grade modified based on work submitted or considered after lockout date
- Credit recovery coursework
- Administrative change (note reason below)
- Other (specify below)

Student's signature in support

Date

Parent's signature in support

Date

Teacher's signature in support

Date

Principal's signature in support

Date

cc: Superintendent