

**NEWFIELD SCHOOL DISTRICT  
GRADE-CHANGE FORM**

Student Name: \_\_\_\_\_ Date of request: \_\_\_\_\_

Grade level: \_\_\_\_\_

Class: \_\_\_\_\_ Teacher: \_\_\_\_\_

School year class was taken: \_\_\_\_\_

Change grade from \_\_\_\_\_ to \_\_\_\_\_

Reason(s) for grade change:

\_\_\_\_\_ Data entry error

\_\_\_\_\_ Computational error

\_\_\_\_\_ Incomplete to grade (requirements done)

\_\_\_\_\_ Administrative change

\_\_\_\_\_ Grade modified based on  
work submitted or  
considered after  
lockout date

\_\_\_\_\_ Credit recovery  
coursework

\_\_\_\_\_ Other (specify below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student or parent's signature in support

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher's signature in support

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Counselor's signature in support

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's signature in support

\_\_\_\_\_  
Date