

**The Center School
Grade / Credit Change Form**

Students Name _____ ID# _____

NOTE: Grade change must be submitted within 6 weeks after the grading period has ended!

Course Name _____ Course # _____ Period Ending: Jan/200__ or June/200__

Grade Change

From _____ To _____
(Grade) (Grade)

Credit Change

From _____ To _____
(0.25, 0.50 or 1.0) (0.25, 0.50 or 1.0)

Add Grade

(Grade) (Credit)

Delete Grade

(Grade) (Credit)

Reason For Change

- Teacher Correction, explain _____
- Grade/Credit Not Recorded
- Student with "N" or "I" grade completed work within 6 weeks after end of grading period.
- Other _____

Teacher Name _____ Teacher Signature _____ Date _____

Please return this form to the main desk.

Counselor Signature

Date

Administrators Signatru

Date

Registrar Signature

Date

Posted
Date _____

Attendance Specialist Signature

Date