

**SERIES 300 - INSTRUCTION**

**Educational Program - 340**

**Request for Grade Changes (345.12 – Exhibit 1)**

**Please Note:** You must fill out this form in its entirety. If you fail to complete this form, it will be returned to you for completion. A copy of Board Policy 345.12, Request for Grade Change, is attached to this form. Please review the policy carefully. Forms not submitted in a timely manner will not be considered.

**General Information**

Student Name: \_\_\_\_\_ Age: \_\_\_\_\_

Grade in School: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Requestor's Address: \_\_\_\_\_

Requestor's Telephone Number: \_\_\_\_\_  
Home Work

Best Time of Day to be Reached: \_\_\_\_\_  
Home Work

**Information Regarding Requested Change of Grade**

Class or Subject: \_\_\_\_\_ Teacher: \_\_\_\_\_

Grade Received: \_\_\_\_\_ Grade Requested: \_\_\_\_\_

**School Policy that Applies (check all that apply)**

\_\_\_\_\_ A test or assignment grade, or other grade recorded in the teacher's grade book was not correctly recorded and such an error resulted in an incorrect quarter or semester grade.

\_\_\_\_\_ An incorrect grade was given on a test, assignment, or other activity recorded in the teacher's grade book which error resulted in an incorrect quarter or semester grade.

\_\_\_\_\_The grade was given in disregard of, or for reasons other than the teacher's own grading criteria.

\_\_\_\_\_The grade was given in disregard of school board policy.

**Factual basis for request (include all information you have which causes you to think an error has been made) (attach additional materials or sheets if necessary)**

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The foregoing information is true to the best of my knowledge and belief. I/We have read the attached policy and understand it.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

**For School Use Only**

Date Received:\_\_\_\_\_

By:\_\_\_\_\_

Manner Received (check one)Mail:\_\_\_\_\_ Fax:\_\_\_\_\_ Personal Delivery:\_\_\_\_\_