



## 2021-2022 GRADE CHANGE REQUEST FORM

Send completed forms to: [registrar@nwarctic.org](mailto:registrar@nwarctic.org)

Fill out this form when a grade change is requested. Once grades are stored a teacher is not able to change the grade that is shown on student report cards and transcripts. The teacher of record OR the school administrator can request a grade change.

A grade change in a previous school year requires superintendent approval.

**School:** \_\_\_\_\_

**Student's Full Legal Name:** \_\_\_\_\_

**Course:** \_\_\_\_\_

**Teacher of Record:** \_\_\_\_\_

**Term (circle):**                      Q1    Q2    Q3    Q4

**Previous Grade (%):** \_\_\_\_\_

**New Grade (%):** \_\_\_\_\_

**Reason for grade change:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature (Teacher of Record)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Administrator)

\_\_\_\_\_  
Date