



2022-2023 GRADE CHANGE REQUEST FORM

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.

Send completed forms to: registrar@nwarctic.org

School: _____

Student's Legal Name: _____

Course Name: _____

Teacher of Record's Name: _____

Term (circle): S1 S2 Q1 Q2 Q3 Q4

Previous Grade (%): _____

New Grade (%): _____

Reason for grade change:

Signature (Teacher of Record)

Date

Signature (Administrator)

Date