



Student Grade Change Form (INS-F157)

(to be used AFTER grades are stored)

****NOTE****

Do not send this form with a student.

Student Name	Student Number	Grade Level
Course Name	Class Period	Date

	N1	N2	S1 Exam	S1	N3	N4	S2 Exam	EOC	S2	Y1
Change stored grade to:										

Rationale:

☐ I verify that I have adjusted this grade in my PowerSchool gradebook.

Is this a transfer grade?

☐ Yes ☐ No

If yes, which formula did you use to calculate the student's final grade? Why?

☐ Option 1: Add the transfer grade for every assignment.

☐ Option 2: Average the student's transfer grade and the grade earned in the new class.

Rationale:

Teacher's Signature _____ Date _____

Administrator's Signature _____ Date _____

For Office Staff only:

☐ I verify that I have adjusted this grade in the PowerSchool Historical Grades.

Signature _____ Date _____