

GRADE CHANGE FORM
Fairfield Christian Academy

Teachers: Use this form to change a student's grade or comments **after** the report card has been printed and distributed. Although you may make a notation of a grade change directly on the student's report card, do not try to change the grade in the computer. This form must be completed and returned to the guidance office or secondary office.

The guidance/secondary office will make the correction in the computer. It is your responsibility to notify the student by giving the student the bottom portion of this form. If all information is not filled in it **will be returned to you**.

Student's Name _____ Grade _____

Teacher's Name _____ Date _____

Course Name and Period: _____

Grade as it now appears:

Grade to be changed to:

Quarter 1 _____
Quarter 2 _____
Exam 1 _____
Semester 1 _____
Quarter 3 _____
Quarter 4 _____
Exam 2 _____
Semester 2 _____

Quarter 1 _____
Quarter 2 _____
Exam 1 _____
Semester 1 _____
Quarter 3 _____
Quarter 4 _____
Exam 2 _____
Semester 2 _____

All incomplete (I) grades must be changed to reflect an actual grade within (10) days.

Please give an explanation and include any documentation for grade the change and attach to this sheet

Teacher Signature **Date** **Guidance Signature** **Date**

TEAR OFF BOTTOM PORTION AND GIVE DIRECTLY TO STUDENT

Student Name _____
Course _____
Your grade for the _____ Quarter has been changed to _____
Your grade for the _____ Exam has been changed to _____
Your grade for the _____ Semester has been changed to _____

Teacher's Signature _____ Date _____