INSTRUCTOR'S REQUEST FOR GRADE/CERTIFICATE/STATUS CHANGE
This document is to be used by administrators and teachers to request changes to student records.

To: Sector Administrator

Requestor: ___Robert Schuchman_____

Re: Change of Grade ☐   Change of Certificate ☐   Request Certificate/Certificates ✔

   Change of Status ☐   **Check One:** ☐ Add ☐ Drop ☐ Name Change ☐ Transfer **(Administrators Use Only)**

GENERAL INFORMATION: Adult ☐   High School ☐

Student Name: _____   Student Enrollment ID: _____
✔ More than one student see attachment **(List must include student name and enrollment ID)**

Class: ___3D Character Design & Animation_____ Course# _658_____   Session: _02_____   Date: June 9, 2011

Semester: Fall ☐ Spring ✔ Summer ☐   Year: ___2011_____

CERTIFICATE REQUEST: Change Certificate:

From	To

☐ Print Certificate of Completion

✔ Print Certificate of Competency

☐ Print Certificates of Competency ___3D Character Design & Animation_____   ☐ All Students
                                                Course   ✔ See attached list
   ___658_____   ___02_____
   Course Number   Session

CHANGE OF GRADE:

Start Date: _____   End Date: _____

Original Grade/Citizenship: _____   Corrected Grade/Citizenship: _____

Days Present: _____   Days Absent: _____

CHANGE OF STATUS: Add student ☐   Drop Student ☐

                        Name change ☐   From: _____ To: _____

(Administrators Use Only) Transfer Student ☐   From: _____ To: _____ Effective Date: _____

JUSTIFICATION (Explain circumstances): _____
_____
_____

_____   _____
Requestor Signature   Date
……...

_____   _____
   Sector Administrator Signature   Date