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: ___Media 1_____ 1244_____ Course#_____   Session: _03____   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 ___Media 1_____   ☐ All Students
                                         Course   ✔ See attached list
   ___1244_____   ____11____
   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

This form is to be submitted to **Terri Cole**, Registrar for processing.   **Revised 07/13/10**