

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 1 634 Course# 03 Session June 9, 2011 Date: _____

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
 See attached list

1244 Course 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