



RICHLAND ONE

Grade Change Form
October 27, 2022

Teacher Name			
Course Name			
Course Number			
Section Number			
Student Name			
Student Number			
Reason for Change:			
Reporting Term (Check appropriate boxes)	S1 <input type="checkbox"/>	Q1 <input type="checkbox"/>	Q2 <input type="checkbox"/>
	S2 <input type="checkbox"/>		Q3 <input type="checkbox"/>
	Q4 <input type="checkbox"/>		
	Y1/F1 <input type="checkbox"/>	EOC <input type="checkbox"/>	
Current Grade		Current Percent (%)	
Change Grade To		Change Percent To	
Remove Comments?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If so, which comment(s)			
Change comment to			
Teacher Signature			
Date			
Principal/ Designee Signature			
Date			

Note: If teacher is performing a manual override, ***change both percent and grade*** (Double-click the Final Grade > check *Manual Override* box, then enter grade and percent).