

**SOUTHWEST HIGH SCHOOL
GRADE CHANGE FORM
20__ - 20__**

STUDENT ID _____ STUDENT NAME _____

COURSE NAME _____ COURSE ID _____ SECTION NO _____

1st Semester: Current Cycle Grade _____ New Grade _____ Exam Grade _____ *Sem Grade _____

2nd Semester: Current Cycle Grade _____ New Grade _____ Exam Grade _____ *Sem Grade _____

3rd Semester: Current Cycle Grade _____ New Grade _____ Exam Grade _____ *Sem Grade _____

4th Semester: Current Cycle Grade _____ New Grade _____ Exam Grade _____ *Sem Grade _____

***Make sure to provide the updated Semester grade as well when making a change**

PLEASE INDICATE THE REASON FOR THE GRADE CHANGE:

TEACHER ERROR (EXPLAIN): _____

LATE WORK SUBMITTED BY STUDENT

MAKE-UP WORK SUBMITTED BY STUDENT

STUDENT HAD A PREVIOUS INCOMPLETE GRADE

OTHER _____

STUDENT INVOLVED IN U.I.L. SPONSORED ACTIVITIES: YES NO

TEACHER POSTED CHANGE IN GRADEBOOK: YES NO

TEACHER'S PRINTED NAME _____

TEACHER'S SIGNATURE _____ DATE _____

PRINCIPAL'S SIGNATURE _____ DATE _____

COMPUTER CLERK'S SIGNATURE _____ DATE _____

COPY TO TEACHER, PEIMS CLERK, COUNSELING OFFICE, U.I.L. ADMINISTRATOR

SWISD FORM REV. 10/18