

ELEMENTARY SCHOOL GRADE CORRECTION/TRANSCRIPT CHANGE REQUEST FORM

Student Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Student # \_\_\_\_\_ Grade \_\_\_\_\_  
School \_\_\_\_\_ Date \_\_\_\_\_ Counselor \_\_\_\_\_

Please check and complete the appropriate section.

SECTION I (teacher/administrator generated) - GRADE CORRECTION:

Course Name \_\_\_\_\_ Course # \_\_\_\_\_ School Year \_\_\_\_\_  
 This change is for: Semester 1 2

**GRADE RECEIVED:**  
 Semester Grade \_\_\_\_\_ Overall (Transcript) Grade \_\_\_\_\_

**GRADE CORRECTION REQUESTED:**  
 Semester Grade \_\_\_\_\_ Overall (Transcript) Grade \_\_\_\_\_

Explanation of Grade Correction: \_\_\_\_\_

Explanation of Reason for Transcript Change: \_\_\_\_\_

\_\_\_\_\_  
 Teacher/Administrator Name (print)                      Teacher/Administrator Signature                      Date

Principal approval is required for Section I

APPROVED  DENIED

\_\_\_\_\_  
 Principal's Signature                      Date

*For Official Use Only*

Clerk/Registrar's Signature: \_\_\_\_\_ Date Completed in Infinite Campus: \_\_\_\_\_

Distribution: White: Student Cumulative Folder Yellow: Counselor Pink: Administrator

**SECTION I – GRADE CORRECTION**

- This section is completed in its entirety by teacher or administrator
- Explanation of grade correction/transcript change must be provided
- The request for grade change must be approved/denied and signed by school principal (middle of the page)
- Clerk/Registrar returns a corrected copy of student’s transcript and completed form to teacher/counselor to verify completion of request

**CLERK/REGISTRAR MUST DATE AND SIGN FORM WHERE INDICATED WHEN CORRECTION/CHANGE IS ENTERED INTO INFINITE CAMPUS.**

**FILE APPROVED FORM IN THE STUDENT’S CUMULATIVE FOLDER.**