



**PPS HIGH SCHOOL GRADE CHANGE REQUEST FORM**

A grade change must be made within a year of the entry of the original grade and must **include the building administrator's signature.**

Today's Date: \_\_\_\_\_ Current Grade Level 9 10 11 12

Student name: \_\_\_\_\_ PPS ID # \_\_\_\_\_  
(Last name, First name)

Course Title: \_\_\_\_\_ School year class was taken: \_\_\_\_\_ Q1 S1 Q2 S2

**Change grade from \_\_\_\_\_ to \_\_\_\_\_**

**Explanation:**

Teacher Name: \_\_\_\_\_  
(Print clearly) (Signed)

Counselor Name: \_\_\_\_\_  
(Print clearly) (Signed)

Administrator Name: \_\_\_\_\_  
(Print clearly) (Signed)

**DATA CLERK USE ONLY**

Enter Date: \_\_\_\_\_

Copy placed in CUM file: \_\_\_\_\_  
(date & initial)