

MOUNTAIN BROOK HIGH SCHOOL GRADE UPDATE FORM

To update a grade that has been posted to PowerSchool during the **current school year** notify the registrar, who will unlock Teacher Pro for the section that needs a gradebook update. Then complete this form and return it to the registrar to complete the update process.

Teacher: _____

Student Name: _____

Subject: _____

Period: _____

Previous Grade

Q1	Q2	X1	F1	Q3	Q4	X2	F2

Updated Grade

Q1	Q2	X1	F1	Q3	Q4	X2	F2

*If grade update is made to either the 2nd or 4th nine weeks grading period, please include
EXAM GRADE AND SEMESTER AVERAGE.

Date update requested

Teacher Signature
*I will update this grade in my TeacherPro

For Office Use Only:

_____ Date update made in PowerSchoolSIS (Historical Grades)
_____ Signature of registrar making the update