

# MOUNTAIN BROOK HIGH SCHOOL TRANSCRIPT UPDATE FORM

To update a transcript grade from a **PREVIOUS ACADEMIC YEAR**, this form must be completed and returned to the registrar for transcript to be updated.

**ACADEMIC TERM TO UPDATE:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

**Period:** \_\_\_\_\_

### Previous Grade

Q1	Q2	S1	X1	Q3	Q4	S2	X2	F1

### Updated Grade

Q1	Q2	S1	X1	Q3	Q4	S2	X2	F1

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

Please update student transcript to reflect the above changes.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date update requested

*For Office Use Only.*

\_\_\_\_\_ *Transcript has been updated.*

\_\_\_\_\_  
*Registrar Signature*

\_\_\_\_\_  
*Date update made in PowerSchool*