

1. The teacher must discuss with the principal the need for overriding a grade in PowerTeacher.
2. After receiving principal's permission, the teacher will need to make the update changes on their gradebook (PowerTeacher).
3. Complete this form and submit it to the school's front office. The front office will send the form to the technology office.
 - a. Place a copy in the student's cumulative folder.
 - b. If a student must receive an incomplete because of absences or another approved excuse, the incomplete must be changed to a grade by midterms of the following quarter.

School name: _____

Student name: _____ Grade level: _____

Student ID#: _____ Course name: _____

Please circle the grading period for which the grade needs to be updated:

Q1 Q2 S1 Q3 Q4 S2 Y1

	Letter Grade	Percent Grade	Gradebook Comment
FROM			
TO			

Reason for overriding the grade:

Teacher's name: _____ Teacher's signature: _____
Print Sign

As principal, I verify that I have checked the grade book and it reflects what is on this form:

Principal's Signature

Technology office use only

Date and time form was received: _____

Grade changed in PowerSchool by: