

## Floyd County Grade Change Form

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### Process for Overriding a Report Card Grade

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
<b>FROM</b>			
<b>TO</b>			

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: \_\_\_\_\_