



## JCampus Grade Correction Form

Marking Term: 1 \_\_\_ 2 \_\_\_ E2 \_\_\_ 3 \_\_\_ 4 \_\_\_ E4 \_\_\_ Final \_\_\_

### Complete for a Report Card Grade Change

*Submit to the school office/changes are made by a designated school administrator*

Student's Name \_\_\_\_\_ Course \_\_\_\_\_

Change Grade (number/letter) from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_

Teacher's Name \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Reason for the grade change \_\_\_\_\_

Office Use: Approved \_\_\_ Not Approved \_\_\_ Principal's Signature \_\_\_\_\_

Grade change completed by \_\_\_\_\_ Date \_\_\_\_\_

### Complete for a GradeBook Assignment Grade Change

*Submit to the school office/completed form is e-mailed to: <https://datamanagement.supportsystem.com/>*

School Name \_\_\_\_\_ Teacher's Name \_\_\_\_\_

Course (name/number) \_\_\_\_\_ / \_\_\_\_\_

Assignment Name \_\_\_\_\_

Student's Name \_\_\_\_\_

Change Grade (number/letter) from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_

Teacher's Name \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Reason for the grade change \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Rev:10/19