

KEARNS HIGH SCHOOL

Memo No. 23

August, 2016

SUBJECT: GRADE CHANGE PROCEDURE

In the event that a teacher needs to make a grade change (either academic or citizenship) it is the policy of Kearns High School that **only that teacher may make the change**. If a teacher is not available to make the grade change (e.g. have left the area) one of the school administrators may, after validation from a teacher's rollbook or record, make the necessary grade change.

The following procedures must be followed:

1. The student requesting the grade change must ask the appropriate teacher to initiate the grade change.
2. The teacher completes the grade change form obtained from the Registrar.
3. **The grade change form will only be accepted from the appropriate teacher; it will not be accepted from a student.**
4. The grade change form grade will be entered into the computer by the registrar who will then put the grade change form into the student's cumulative file.