

Student Transcript or Grade Correction Request

Student Name: _____

Name of Class: _____

Teacher of Record (If Known): _____

Term/Year Class was Taken: _____

Grade Level when Class was Taken: _____

Previous Grade _____ Corrected Grade _____

Teacher of Record Signature: _____

If no signature, Explanation (please attach proof/evidence):

Notes (optional): _____

Principal Review: _____