

# Westside High School

Houston Independent School District

## Teacher Grade Change Request Form

Today's Date: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Student Name (print): \_\_\_\_\_  
Last Name First Name

Name of Course: \_\_\_\_\_  
ex: English 2B

Semester & Year: \_\_\_\_\_  
ex: Fall 2020

Teacher Name: \_\_\_\_\_

### Reason For Change: (Check only ONE)

\_\_\_\_\_ An Incomplete (INC) grade was posted  
Any grade reported as "Incomplete" must be resolved before the end of the next grading period. It is the responsibility of the teacher issuing the INC to determine the reasonable timelines for the completion and assessment of the missing material and to promptly report the grade. (HISD guidelines, Chapter XV-40)

*The ONLY reasons for changing a student's grade after it has been recorded are listed below. All such changes must be initiated by the teacher assigning the grade and must be approved in writing by the principal and the rationale for the change kept on file. All changes must be made before the end of the next grading period. (HISD guidelines, Chapter XV-3) NOTE: Retention of this form by the Campus Registrar satisfies this requirement.*

\_\_\_\_\_ An error was made in the computation of the student's grade.

\_\_\_\_\_ An error was made entering grades into the electronic gradebook.

Current Cycle Grade: \_\_\_\_\_ New Cycle Grade: \_\_\_\_\_ For Cycle: 1 2 3 4 5 6 SS

Current Grade (for Final Exam): \_\_\_\_\_ New Grade (for Final Exam): \_\_\_\_\_

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

### COMPLETE PORTION ABOVE - GIVE TO REGISTRAR

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Date Submitted by Teacher of Record: \_\_\_\_\_

Date Grade Change was completed in the Student Data System: \_\_\_\_\_

\_\_\_\_\_  
Registrar's Signature

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