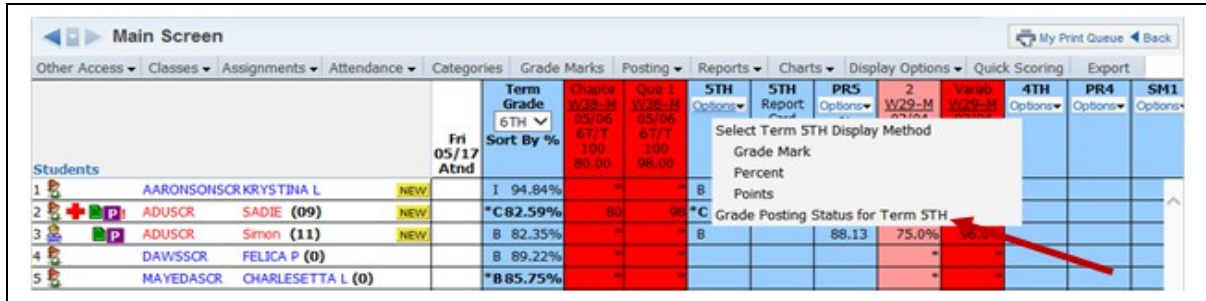


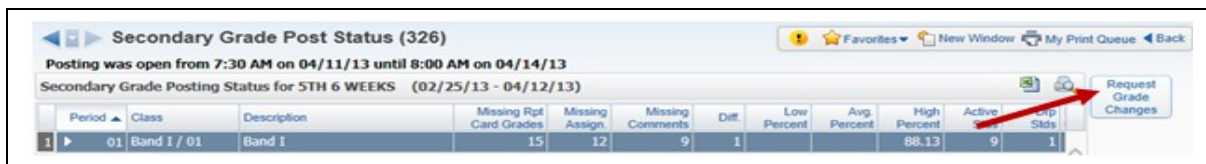
Request Grade Change Process

This process allows you to request a grade change for a previous grading period. These changes will then be approved administratively.

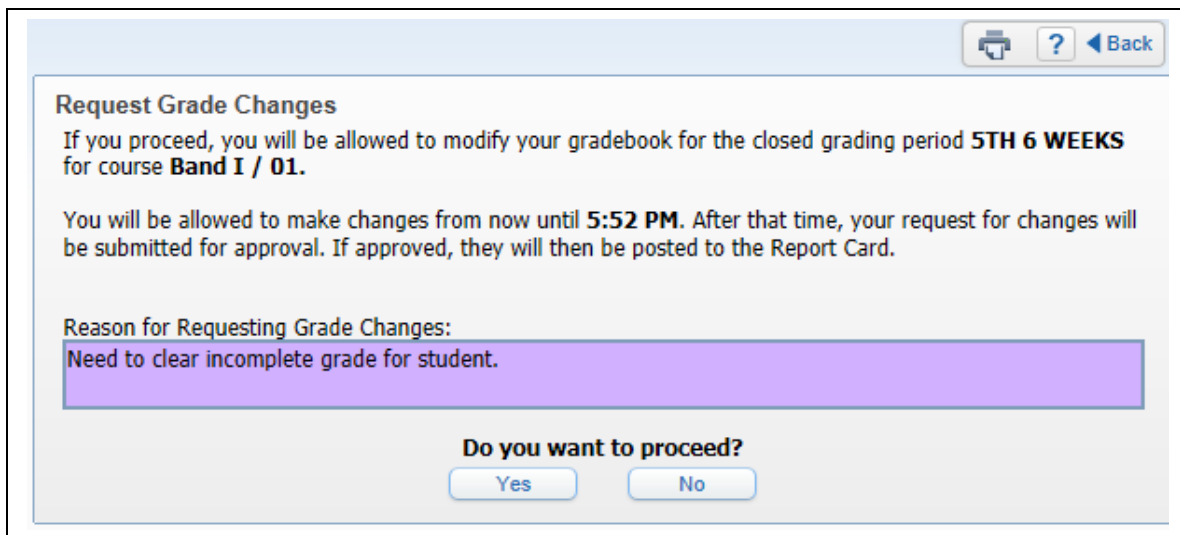
Grade Change Request from Gradebook



Click **Options** under the grade column you would like to change. Then select **Grade Posting Status for (XYZ)**.

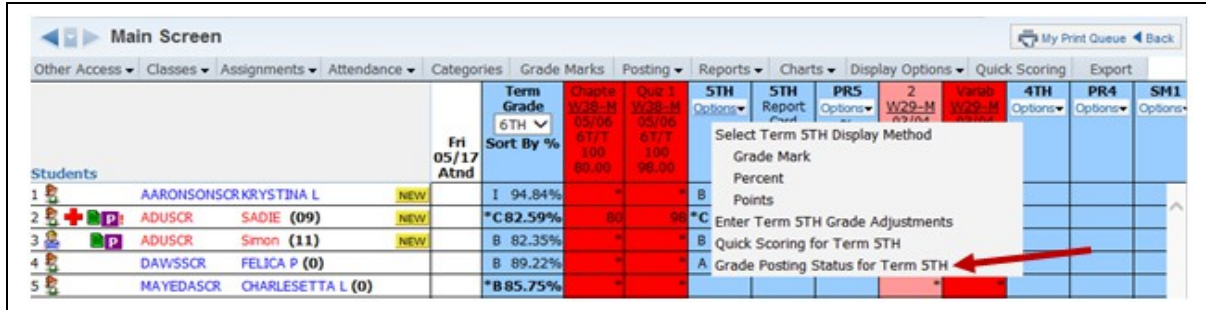


You see the class posting information. Select the **Request Grade Changes** button.



You must enter a reason for the grade change. Then click **Yes**. After you click the button, you will have two hours to complete the changes for this class. You can make any necessary changes to the grading period selected for this grade change request. Only the grading period specified in the request will allow you to make modifications.

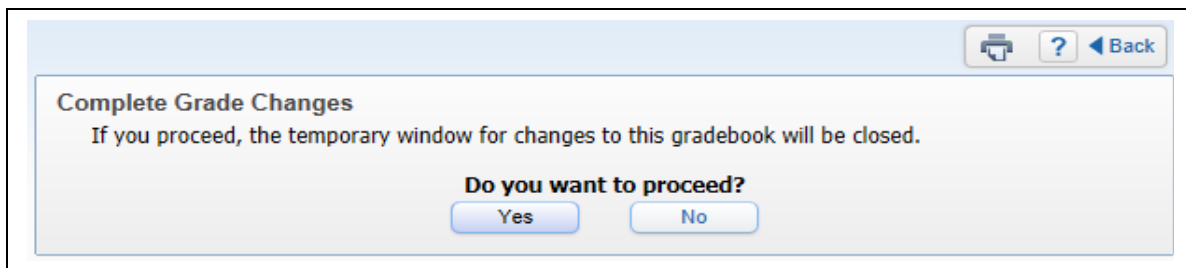
SECONDARY GRADEBOOK – TEACHER GUIDE



After all changes have been made, finish the grade change request by selecting **Grade Posting Status for (XYZ)** in the term **Options** drop-down menu.



Then select **Complete Grade Changes**.



Click **Yes** to notify the office that you have completed your grade change.