

Hanna High School Grade Correction Form

ID#: _____ Name: _____
Course #: _____ Course Description: _____
Teacher Name and #: _____

Procedure

1. Correction made in GRADESPEED.
2. Fill out Grade Correction Form.
3. Submit form to Data Entry Clerk.

1st Six Weeks

Progress Grade From _____ to _____

Six Weeks Average From _____ to _____

4th Six Weeks

Progress Grade From _____ to _____

Six Weeks Average From _____ to _____

2nd Six Weeks

Progress Grade From _____ to _____

Six Weeks Average From _____ to _____

5th Six Weeks

Progress Grade From _____ to _____

Six Weeks Average From _____ to _____

3rd Six Weeks

Progress Grade From _____ to _____

Six Weeks Average From _____ to _____

6th Six Weeks

Progress Grade From _____ to _____

Six Weeks Average From _____ to _____

First Semester

Semester Exam From _____ to _____

Semester Average From _____ to _____

Second Semester

Semester Exam From _____ to _____

Semester Average From _____ to _____

Reason for Correction

Teacher's Signature

Date