

## CHANGING GRADES ON TRANSCRIPTS (PROCEDURE)

While changing a grade on a transcript should be a rare occurrence, it is sometimes necessary to make such a change. Principals are responsible for ensuring that any grade changes on transcripts are completed in a professional manner maintaining a standard that is above reproach.

1. A change of grade form is to be completed by the teacher and approved by the principal and the \_\_\_\_\_ (*director, superintendent*) prior to changing grades on transcripts.
2. The registrar or the principal are the only persons who can post grades on the transcripts.
  - A. Grade changes must be typed.
  - B. The person making the grade change must initial beside the grade change on the transcript.
  - C. If the teacher did not request the grade change, the teacher must agree in writing to the grade change.
  - D. Teacher grade books shall be posted after the principal approves the change of grade form.
  - E. After posting the grade change on the transcript, the completed change of grade form will be kept on file.
  - F. Any person found to have changed a grade on a transcript in a manner that violates the procedures outlined in this regulation will be appropriately disciplined.