INSTRUCTOR'S REQUEST FOR GRADE   /CERTIFICATE/STATUS CHANGE
This document is to be used by administrators and teachers to request changes to student records.

To: Sector Administrator

Requestor: ___Robert Schuchman_____

Re: Change of Grade   Change of Certificate   Request Certificate/Certificates

       Change of Status   Check One: Add   Drop   Name Change   Transfer (**Administrators Use Only**)

GENERAL INFORMATION: Adult   High School

Student Name: _____   Student Enrollment ID: _____
     More than one student see attachment (**List must include student name and enrollment ID**)

Class: ___Intro to 3D Video Game Design_____Course#_634_____   Session:_03_____ Date:_5/24/12_____

Semester: Fall   Spring   Summer   Year: _____

CERTIFICATE REQUEST: Change Certificate:

From	To

        Print Certificate of Completion

        Print Certificate of Competency

     Print Certificates of Competency ___Intro to 3D Video Game Design_____   All Students
                                              Course   See attached list
                            _____634_____   ____03_____
                              Course Number   Session

CHANGE OF GRADE:

Start Date: _____   End Date: _____

Original Grade/Citizenship: _____   Corrected Grade/Citizenship: _____

Days Present: _____   Days Absent: _____

CHANGE OF STATUS: Add student   Drop Student

                    Name change   From: _____ To: _____

 (**Administrators Use Only**) Transfer Student   From: _____ To: _____ Effective Date: _____

JUSTIFICATION (Explain circumstances): _____
_____
_____

_____   _____
Requestor Signature   Date
……...

_____   _____
     Sector Administrator Signature   Date

This form is to be submitted to **Terri Cole**, Registrar for processing.   **Revised 07/13/10**