

**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: \_\_\_\_\_ Course# \_\_\_\_\_ Session: \_\_\_\_\_ Date: \_\_\_\_\_

Semester: Fall  Spring  Summer  Year: \_\_\_\_\_

**CERTIFICATE REQUEST:** Change Certificate:

From	To

Print Certificate of Completion

Print Certificate of Competency

Print Certificates of Competency \_\_\_\_\_

All Students

See attached list

Course

\_\_\_\_\_

\_\_\_\_\_

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