

# FINAL GRADE AUTHORIZATION



*NOTE: This form is for FINAL grades only, NOT individual competency marks.*

**STUDENT:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

**COURSE:** \_\_\_\_\_ **TERM:** \_\_\_\_\_

**TEACHER:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_

	<b>Letter Grade</b> <small>(A, A-, B+, B, B-, C+, C, F, P, INC)</small>	<b>Numerical Grade</b> <small>(e.g.: 3.28)</small>	<b>Credit Amount</b> <small>High School Courses Only</small>	<b>COMPLETION DATE</b>
<b>OLD</b> <small>(grade change only)</small>				
<b>NEW</b>				

**COURSE COMPLETED** *(please circle one)*:    **IN CLASSROOM**    **APEX**    **OTHER**

**REASON FOR FINAL GRADE ENTRY OR CHANGE:**

- Successfully Completed Course**
- Did NOT Complete Course**
- Completed *Competency Recovery PLAN***
- Did NOT Complete *Competency Recovery PLAN***
- Original Grade Stored Incorrectly**
- Other:** \_\_\_\_\_

\_\_\_\_\_ *I have reviewed policy IKAD regarding changing student grades and complied with procedures as outlined by the school board (IKAD-R). (Please initial on line provided)*

\_\_\_\_\_  
**Teacher (Please Print)**

\_\_\_\_\_  
**Teacher Signature**

\_\_\_\_\_  
**Date**

**To be completed by the Guidance Office:**

\_\_\_\_\_ **FINAL GRADE HAS BEEN ENTERED/CHANGED IN POWERSCHOOL**

\_\_\_\_\_  
**Guidance Administrative Assistant**

\_\_\_\_\_  
**Date**