



NOTICE OF GRADE CHANGE

Grade changes must only be made in the framework of the following code section: E.C. 76224 (a): "When grades are given for any course of instruction taught in the public schools, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade by the teacher, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

Student Name: \_\_\_\_\_  
(Last) (First) (Middle) (I.D. Number)

Course: \_\_\_\_\_ Schedule No. \_\_\_\_\_ Units: \_\_\_\_\_ Semester: \_\_\_\_\_ 20\_\_\_\_  
(eg. Math 1) (85200) (3.0) (Fall) (15)

<b>GRADE:</b> Original grade given _____ Change to _____	<b>UNITS:</b> Original units given _____ Change to _____
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EXPLAIN THE REASON FOR THE CHANGE:

- B** Bad Faith      **P** In Progress      **U** To correct units
- E** Error/Mistake      **R** Fraud      **Y** Incompetency
- N** Made up incomplete

<b>Office Use Only:</b>	Transcript _____	Roster _____	Student Copy Mailed _____
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