



La Academia Dolores Huerta
 “A Dual Language Charter Middle School with a
 tradition of excellence in Academics, Visual and
 Performing Arts”



1480 N. Main; Las Cruces, NM 88001
 Telephone: (575) 526-2984
 Fax: (575) 523-5407

GRADE CHANGE REQUEST FORM

Date: _____

Name of Student: _____ Grade Level: _____

Course requesting grade change for: _____ Teacher: _____

Justification for grade change: _____

School Year: _____

Director’s Advisory Committee Recommendation: **APPROVED** **DENIED**

GRADE CHANGE:

APPROVED

DENIED

If grade change is approved, the grade was changed from a _____ to a _____.

Principal’s/Director’s Signature: _____ DATE: _____

PARENT NOTIFICATION REQUIRED AFTER FINAL PRINCIPAL/DIRECTOR SIGNATURE:

METHOD OF CONTACT: _____ DATE: _____ TIME: _____

REGISTRAR:

Date grade change was input:

Registrar’s Printed Name: _____ Signature: _____

Important information re grade change requests

1. A change of a grade may be initiated by either a teacher or the Principal/Director. Every effort shall be made to make the grade change immediately and within the current academic year.
2. To initiate a grade change, the requestor must complete the "Grade Change Request Form" and submit it to the Principal/Director.
3. The appropriate documentation supporting the reason for requesting a change of grade must be attached to the "Grade Change Request Form." [such documentation may include, but is not limited to, student work, teacher error, missing grade information, assessment scores, etc.]
4. The "Grade Change Request Form" with attached documentation will be submitted to the Principal/Director.
5. The Principal/Director will meet with the Director's Advisory Committee and seek guidance with the decision to approve or deny the request for the grade change. Decision re grade change will not be finalized until the Principal/Director meets with the Director's Advisory Committee.
6. The Principal/Director will indicate approval or denial of the grade change sign the form and note the grade change.
7. Once a decision has been made, the form will be provided to the registrar to record the change if one is approved.
8. The student's parents shall be notified of the decision to approve or deny the grade change. The date, time, method of parent contact, and the name and signature of the person making the contact must be noted on the form.
9. The "Grade Change Request Form" must be kept in the student's cumulative folder regardless if the request was approved or not.