



## Change of Grade

Print Form

Office of Teaching and Learning  
Mat-Su Borough School District  
501 N. Gulkana  
Palmer, AK 99645  
P: (907) 761-4357

Today's Date: \_\_\_\_\_

ID#: \_\_\_\_\_

Student Name: \_\_\_\_\_

Enrolled Grade: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course #: \_\_\_\_\_

School Year: \_\_\_\_\_

Semester: \_\_\_\_\_

Old Grade: \_\_\_\_\_

New Grade: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Teacher Printed Name: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_

Instructions for AP Course Equivalent: If a student is failing an AP class but may earn a passing grade in the regular equivalent, then the course and grade may be changed. Example: AP Biology to Biology.

If the change is occurring during the current term prior to final grades being posted:

- The student will be dropped from the AP course and scheduled into the regular equivalent for the current term. The teacher will be responsible for posting the final grade.

If the change is to occur in a previous term and/or year.

- The mark for the AP course will be Excluded from the transcript. The registrar will manually post the final grade directly to the transcript.