

ANDREWS ACADEMY
Grade Change Form

Student's Name _____ I.D. # _____

Course Name _____ Course # _____

New Grade _____ ☐ First Semester ☐ Second Semester Year _____

Reason for Change _____

Teacher's Signature _____ Date _____

\$5.00 CHARGE:

☐ Student

☐ Department _____

Acct # 11-1400-9510-70-1400 _____

Revised GPA and credit totals as they appear on the transcript:

	Year _____	
	<input type="checkbox"/> 1st <input type="checkbox"/> 2nd Semester	Cumulative
GPA	_____	_____
Credits	_____	_____

To be completed by the office with photocopies to the following: ☐ Student ☐ Parent/Guardian ☐ Advisor

☐ No Signatures Necessary

☐ **For a second semester mid-term grade change for seniors—get the required signatures as indicated below:**

For a second semester mid-term grade change for a senior, the student and parent/guardian are asked to sign as indicated. Such a mid-term grade change is a no charge, no-credit progress report adjustment only and is not a guarantee of a credit -earning, passing grade at the end of the semester. The final grade will be based on the student's academic performance for the entire semester, including his/her level of accomplishment from this date onward.

Student's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____