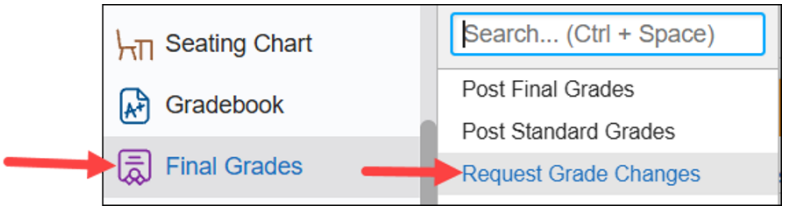
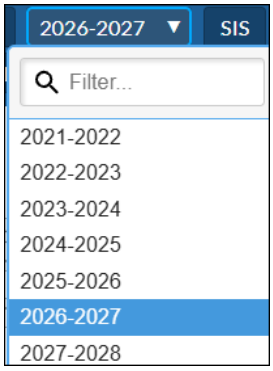
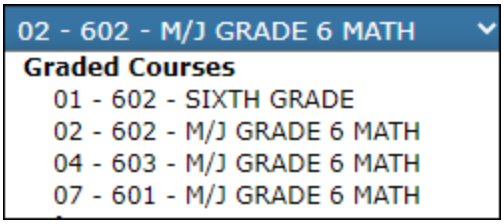
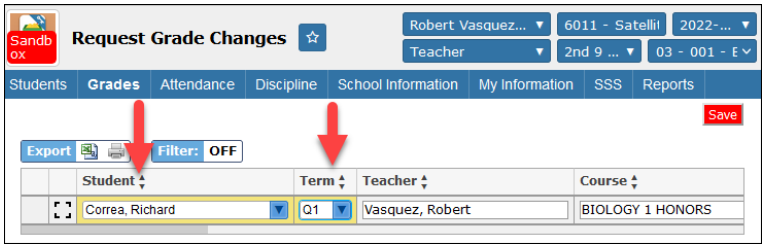
Focus for Teachers
Request Grade Changes

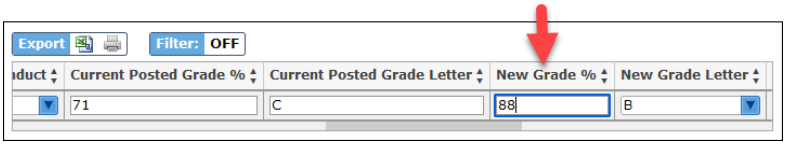
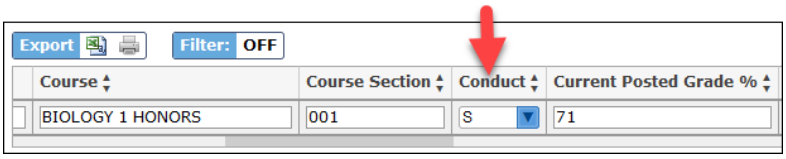
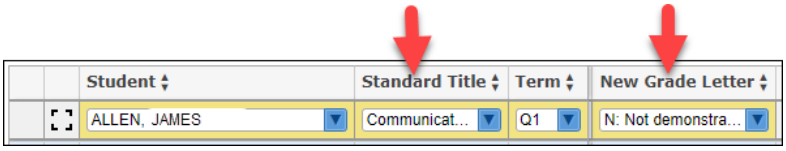
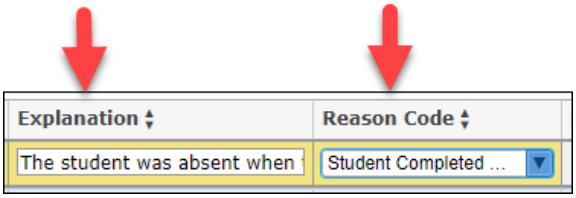
(Final Grades, Standards Grades, Conduct)

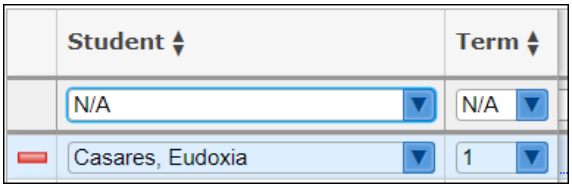
Use these directions to request a grade change for a Final Grades, Standards Grades, and Conduct.

1.	On the left sidebar navigation menu, click **Final Grades > Request Grade Changes**	
2.	Choose the school year at the top of the page if requesting a change for a prior school year.	
3.	Choose the class in the dropdown menu of courses near the top right of the FOCUS screen.	
4.	• Choose the student. • Choose the Term (See table below). After you choose the Term, the existing grade information will display.	

BLOCK	**FT1 = Fall Term 1** **FT2 = Fall Term 2** **FT3 = Fall Term 3** **FT4 = Fall Term 4**	**Q1 = Quarter 1** **Q2 = Quarter 2** **Q3 = Quarter 3** **Q4 = Quarter 4**	**Q1 Exam = Quarter 1 Exam** **Q2 Exam = Quarter 2 Exam** **Q3 Exam = Quarter 3 Exam** **Q4 Exam = Quarter 4 Exam**	**S1 = Semester 1 (EOC Year-long grade)** **S2 = Semester 2 (EOC Year-long grade)**

9-WEEK	**Q1 = 1st 9 weeks** **Q2 = 2nd 9 weeks** **Q3 = 3rd 9 weeks** **Q4 = 4th 9 weeks**	**I1 = Interim 1** **I2 = Interim 2** **I3 = Interim 3** **I4 = Interim 4**	**S1 Exam = Semester 1 Exam** **S2 Exam = Semester 2 Exam**	**S1 = Semester 1** **S2 = Semester 2** **FY = Full Year**

5.	**Change the Percent Grade** Enter the **New Grade %** grade. The associated letter grade should populate the **New Grade Letter** field.	
6.	**Change the Conduct Grade** Select the **Conduct** grade from the provided pull-down. This pull-down will only display if the course is set to report conduct.	
7.	**Change the Standards Grade** Select the **Standard Title** from the provided pull-down. This pull-down will display if there are any standards associated with the course selected. Then choose the **New Grade Letter** for the selected Standard.	
8.	Enter an **Explanation**. Enter a **Reason Code**.	

9.	Click in any field except the Explanation field and press **Enter** key to save and submit the request for a grade change. This will create a line item for administration to approve. (Notice the red minus sign? This means you successfully submitted the grade change).	
10	Notify an administrator who needs to approve it. The administrator will see grade change requests in the alerts area of FOCUS when they login. If the change was for a prior school year, the admin will need to go to that school year to see the alert.	

Note***

Secondary Teachers: The Semester grade will auto-update if requesting a change to a 9-week grade. Do not request a grade change for a semester grade in this instance.