



# 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.

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

B L O C K	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)
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9 - W E E K	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
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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**

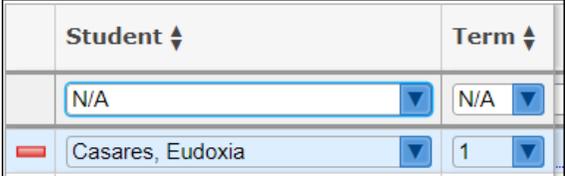
Select the **Conduct** grade from the provided pull-down. This pull-down will only display if the course is set to report conduct.

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.	<p>Click in any field except the Explanation field and press <b>Enter</b> key to save and submit the request for a grade change.</p> <p>This will create a line item for administration to approve. (Notice the red minus sign? This means you successfully submitted the grade change).</p>	 <p>The screenshot shows a table with two columns: 'Student' and 'Term'. The 'Student' column has a dropdown menu with 'N/A' selected, and a red minus sign is visible to the left of the dropdown. The 'Term' column has a dropdown menu with '1' selected.</p>
10	<p>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.</p>	

**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.