



NOECA REPORT CARD CHANGE REQUEST

Please note that all report card requests must be submitted by April 17th. Cards must be approved prior to 2026-2027 Initial Gradebook Integration in order to be activated for the school year. Late changes will need special approval. Please complete this form for each report card that needs changed and submit them to sshelp@noeca.org.

Please provide a **summer contact**. This must be someone that will be available over the summer and has **the authority to approve changes** to the cards.

Name: _____ Phone: _____
Email: _____

Type of request:

- ☐ New Card ☐ Change for all cards **Building** wide
☐ Update Current Card ☐ Change for all cards **District** wide

Card Grade Level:

- ☐ PS ☐ KG ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Name of Report Card that will be changing. If all, type All.

Did you include an electronic attachment of the changes? ☐ Yes ☐ No

Will the Grading Scale be changing? ☐ Yes ☐ No

If Yes, please include a screenshot of the new scale or enter it here:

Please list changes: