Information Technology

Focus: Grade Change Request (Teacher)

Purpose: This document will provide you with information on how to request a grade change for your student after the posting window has closed. Once the grade change is requested, an administrator must approve or deny the request. The grade will update once the request is approved.

Submitting a Grade Change Request

> **Warning:** To initiate a grade change request for a student, the student must have had a posted grade by you. If not, you WILL NOT be able to request a grade change.

Step 1: From the **Grades** menu, select **Request Grade Changes.**

You will see the screen below which allows you to enter a new request while also viewing previously submitted requests and their status.

Step 2: Select the appropriate class from the drop down in the top right corner.

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Step 3: Locate your student by selecting **Student** from the drop down on the grade change request screen.

> **Info:** Students shown in drop down list depends on course selected. This will populate all active students enrolled during the selected marking period not just students with posted grades.

Step 4: Select the **Term** from the provided drop down list. The term selected here will determine the grades available to change.

After selecting **Term**, the **Current Grade %** field and **Current Grade Letter** will automatically populate with the selected student's data that was entered previously in the **Post Final Grades** screen.

Student ⬍		Term ⬍	Teacher ⬍	Course ⬍	Course Section ⬍	Current Grade % ⬍	Current Grade Letter ⬍	Explanation
Esparza,	▼	Q3 ▼	Garcia, Lizette	ENG 1	004	90	A	
➖ Deakins,	▼	Q3 ▼	Garcia, Lizette	ENG 1	004	81	B	Students giv

The **Teacher** field, **Course** field, and **Course Section** will default based on your currently active sections.

Student ⬍		Term ⬍	Teacher ⬍	Course ⬍	Course Section ⬍	Current Grade % ⬍	Current Grade Letter ⬍
N/A	▼	N/A ▼	Garcia, Lizette	ENG 1	004		
➖ Esparza,	▼	Q3 ▼	Garcia, Lizette	ENG 1	004	90	A
➖ Deakins,	▼	Q3 ▼	Garcia, Lizette	ENG 1	004	81	B

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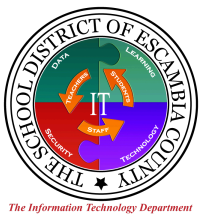
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Step 5: Enter the **New Grade %** and press the tab key to populate the **New Grade Letter** field automatically.

| New Grade % ⬍	New Grade Letter ⬍
90	A ▼
85	B ▼

Warning: If the **New Grade Letter** does not automatically populate based on the **New Grade %** entered, select the letter grade from the provided drop down.

Step 6: Enter an **Explanation** in the text box provided. This is a required field.

New Grade % ⬍	New Grade Letter ⬍	Explanation ⬍	Reaso
90	A ▼	All missing work was turned in and accepted for partial credit.	
85	B ▼		e

Info: Clicking the black double lines in the right bottom corner will expand the text box.

Teacher Tip: The more thorough an explanation is, the more helpful it will be for your administration to determine if the request for a grade change is acceptable or not.

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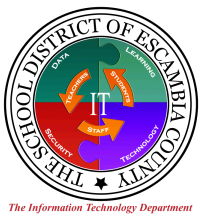
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Step 7: Enter a **Reason Code** from the provided drop down list.

Explanation ⬍	Reason Code ⬍	Date Submitted ⬍	Status Explanation
All work compl	⬇		
Missing assign			

```
Filter
_____

Recalculated Grade Average
Student Completed Work
Pass Program
Middle School Recovery Course
EOC Taken
9 Week Exam Mastery (MS Only)
Data Entry Correction
Other
```

Save

Step 8: Once all data has been accurately entered, click **Save**.

Reason Code ⬍	Date Submitted ⬍	Status Explanation
⬇		
Student ... ⬇	04/20/2021 12:23 PM	

After saving, you may view the **Status** of your grade change along with any administrator explanations provided.

Date Submitted ⬍	Status Explanation ⬍	Status ⬍	Status By ⬍	Status Date ⬍
04/21/2021 11:36 AM		Pending		
04/21/2021 11:35 AM		Pending		
04/20/2021 12:23 PM		Pending		

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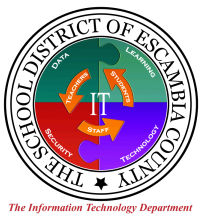
Notes on Process:

A. The accompanying video tutorial can be viewed **here**.

If you have questions:

B. All questions & feedback in regards to "**Grade Change Request**" should be directed to your administration.

C. Any technical questions in response to using the SIS system should be submitted via a HelpDesk Ticket:

      Submit a Ticket online
      Email: ithelp@ecsdfl.us
      Call the Service Desk at 850.429.2900

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