K-8 Report Card Correction Request Form

School Year: Ending June (2010, 2011, etc.) ---------->

SCHOOL INFORMATION

Number:	
Name:	

STUDENT INFORMATION

Student ID:		Grade:	Room:
Last Name:			
First Name:			

MARKS INFORMATION

CYCLE Indicator (1,2,3,4 or F (Final)	Subject Name	Alpha Mark	Numeric Mark	Final (numerical) Mark *

*** IMPORTANT NOTES:**

> For Major Subjects like Math, Science and Social Studies:
  - You must supply the numeric mark and the re-calculated FINAL average. You cannot change the FINAL AVERAGE by itself. You must supply the corresponding cycle mark(s) that calculate into the Final Average.

> For 'READING' - the 4th cycle is the FINAL MARK. The cycle marks are not calculated into a Final average.

> Report Card Entry items do not have Final marks - only submit cycle specific marks.

REQUESTOR INFORMATION

		TITLE
Name / Title:		
Signature:		
Date:		

PLEASE FAX THIS REQUEST TO: TECHNOLOGY HELPDESK at - 215-400-5556

ATTENTION: RICH YANNELLI