

Report Card Grade

Override Request Authorization

All students are to be assigned grades based upon their final, overall grading period average in each subject. Any requests to override grades must be submitted in writing to administration on the report card submission deadline and must include a detailed Pinpoint Grade book Report of Student Grades for the subject in which the override is sought.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ Student ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Level \_\_\_\_\_ Teacher \_\_\_\_\_\_\_\_\_ \_\_ \_ Grading Period \_\_\_\_\_\_\_\_\_\_

I am requesting a report card grade override for the student above for the following reason(s):

|  |  |  |
| --- | --- | --- |
| Subject | Current Grade/Percent  as Reflected in Pinpoint | Override Grade Requested  \_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Overall Grade & Percent: \_\_\_\_\_\_\_\_\_\_\_\_\_  Benchmark/Testing Percent (80%) \_\_\_\_\_\_\_\_\_  Quiz/Classwork/HW Percent (20%) \_\_\_\_\_\_\_\_\_ |
| Reason for Override Request: | | |

**For Administrative Use Only:**

Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administrator Reviewing Override: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Administrative Action***: ***Grade Override has been \_\_\_\_\_\_\_ Approved \_\_\_\_\_\_\_ Denied***

***Administrative Comments:***