



Palo Verde High School
Change to Transcript Form
SY 2023-2024

Student Name: _____ Student ID#: _____

Requested By: _____ Date: _____

Type:

- Grade Change
- Grade Addition
- Grade Correction
- Course Title Change

Reason for Request:

- Completed Course Work
- Error in Reporting
- Awarded Competency
- Awarded Proficiency
- Fulfilled Attendance Requirement

Explanation with Supporting Documentation Attached:

Course Name: _____	Course Number: _____
School Year: _____	Grading Period: _____
Current Grade: _____	Change Grade To: _____

Teacher of Record Signature

Counselor Signature

Principal Signature

The Request is: _____ Approved _____ Denied

Rationale:

Permanent Records Changed or Added Based on Approval

Corrected By:

Signature

Date