

MONTGOMERY COUNTY PUBLIC SCHOOLS**Secondary Grade Modification**
(Within 45 school days of the end of the marking period or semester)Office Of Curriculum And Instructional Programs
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland**INSTRUCTIONS**

As set forth in *MCPS Regulation IKA-RA, Grading and Reporting*, a grade modification may only be issued for the immediately preceding marking period or semester. The documentation to request a grade modification must be reviewed and a determination issued by the principal within 45 school days of the end of the marking period or semester, as appropriate. Requests to modify fourth marking period or spring semester course grades must be reviewed and a determination issued by the principal within 45 school days of the beginning of the following school year.

A copy of MCPS Form 355-27A is provided to the teacher and school counseling office to retain, according to established procedures.

SECTION I: STUDENT INFORMATION

Student Name _____

Student ID Number _____ Grade _____

Course Name _____ Course # _____

SECTION II: MODIFICATIONS**GRADE CHANGE FOR SCHOOL YEAR** _____ - _____

Term	MP 1		MP 2		MP 3		MP 4		Final	
	From	To	From	To			From	To	From	To
S1										
S2					From	To	From	To	From	To

Reason for requesting modification (please attach documentation, as appropriate):

SECTION III: TEACHERRecommend modification? Yes No

If not recommended, please explain:

Teacher (Please Print Name) _____

Teacher Signature _____ Date ____/____/____

SECTION IV: PRINCIPALRecommend modification? Yes No

If not recommended, please explain:

Principal (Please Print Name) _____

Principal Signature _____ Date ____/____/____

SECTION V: COMPLETION

Date Grade Modified: ____/____/____

By: Printed Name _____ Title/Position: _____

Signature: _____