



Northshore
School District

3330 Monte Villa Parkway
Bothell, WA 98021

Secondary Education

Secondary Mark (Grade) Change Form

Student Name _____ Student ID # _____ Class of _____

Teacher Name _____ School Yr. _____ Student's Grade: _____
(at time course was taken)

☐ Sem 1 ☐ Sem 2 ☐ Qtr 1 ☐ Qtr 2 ☐ Qtr 3 ☐ Qtr 4

Course Code/Section _____ Course Title _____

Mark (Grade) Originally Given _____ Change Mark (Grade) to _____

Reason for Change:

Teacher Signature _____ Date _____

“P” Grading Option:

Students in grades 9-12 requesting the option to replace a passing letter grade (A, B, C or D) with a “P” on their high school transcript must meet with their principal and counselor to discuss the consequences. Signatures of the student and a parent/guardian are required below to confirm the student’s choice and understanding of the implications on their transcript, and that this change to the student’s transcript is permanent.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Principal Signature _____ Date _____

If the student advanced to a high school or transferred out of Northshore School District, the principal’s signature from the school where the mark (grade) was given is required on any mark (grade) change.

Please return this form to the Registrar

For Office Use Only:

Grade Changed By _____ Date _____

Please be sure that grade is noted in teacher’s grade book.