



**REQUEST FOR CREDIT CHANGED TO A LETTER
GRADE WITHIN STUDENT RECORDS**
For the Class of 2023 thru 2027

Date:

1. STUDENT INFORMATION- *(Complete all sections.)*

Name:		DOB:		Current Grade Level:	
School:		Administrator:			

2. WHAT IS THE COURSE TO BE CHANGED FROM CREDIT TO THE EARNED LETTER GRADE?

- The request is to change the CR for the following course _____ to the earned letter grade for the following *(Check one)* Semester 1(A) Semester 2(B) Both Semester 1(A) and Semester 2(B)
- I understand the letter grade will count toward my GPA and class rank determination.
- I understand the letter grade calculation may increase or decrease my overall GPA calculation.

3. COMMITTEE MEMBERS' SIGNATURES - *(Parent and student signature indicates agreement to replace the CR with the earned letter grade and GPA points as per the UCS grading policy.)*

Student (required)	School Administrator (required)
Parent/Guardian (required)	Other (optional)

4. DISTRICT DESIGNEE REVIEW

I have reviewed the request and updated the transcript by replacing the CR with letter grades.

Signature	Date:
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Return this form to the Teaching and Learning Department
 Email: teachingandlearning@uticak12.org
 Fax: 586-797-8854