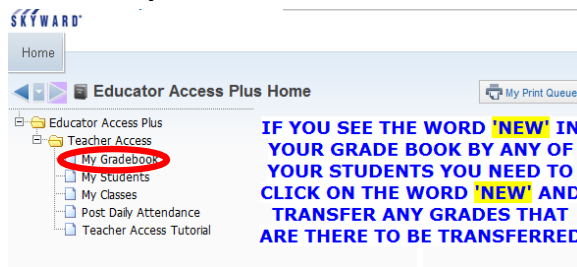


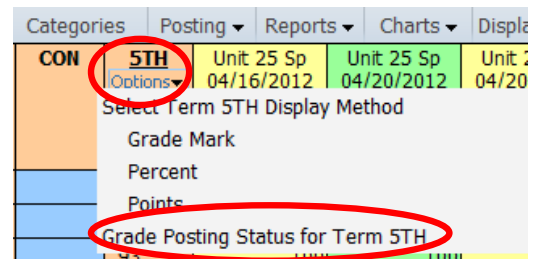
How to Request a Grade Change for a Closed Grading Period

When to use: This process would be used if you have added a grade to your grade book for a closed grading period. Adding that grade will cause a grade difference from what was originally posted for the report card grade. In order for the grade to be changed on the report card, a grade change request is required.

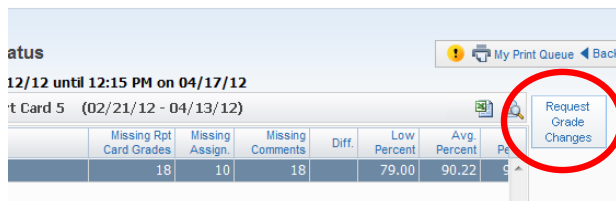
1. Login to Skyward Gradebook.
2. Click on **My Gradebook**



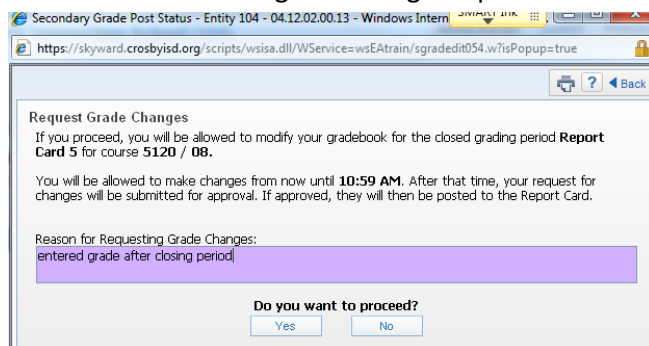
3. Select the appropriate gradebook.
4. Hover of the **Options** link located under the grading period. Select **Grade Posting Status for Term X**. X being the term you are submitting the grade change request for.



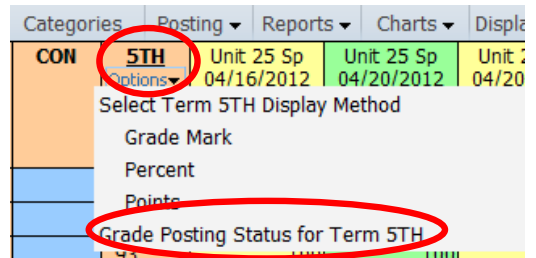
5. Select the **Request Grade Changes** button



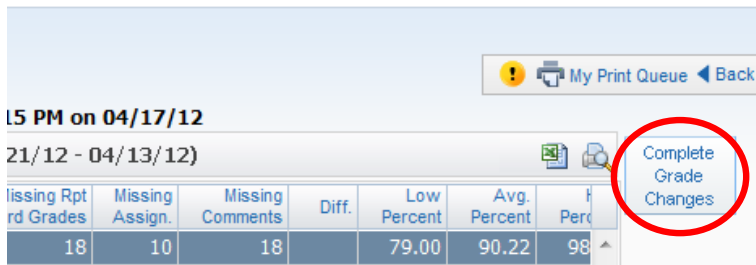
6. Enter a reason for the grade change request submission the click on the **Yes** button to proceed.



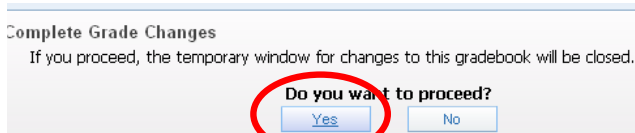
7. Hover of the **Options** link located under the grading period. Select **Grade Posting Status for Term X**. X being the term you are submitting the grade change request for.



8. Select the **Complete Grade Change Request** button.



9. Select the **Yes** button in order to proceed.



10. After the grade change request is completed, the campus principal needs to be informed so she/he can approve the request.