

TEAMS – Grade Change Procedures

If you need to make any changes while the **DISTRICT REPORTING WINDOW IS OPEN**, follow one of the procedures below:

1. (After posting but prior to finalizing) If you have already selected “POST TO REPORT CARD” or “POST TO PROGRESS REPORT” but have not yet selected “FINALIZE,” make the desired change and then select “POST TO REPORT CARD” or “POST TO PROGRESS REPORT” **again**. This is required for the grade to be processed and updated on the report card/progress report.
2. (After finalizing) If you have already selected “FINALIZE,” you can make the desired change in your gradebook but then **MUST** contact the campus data entry operator and ask her to “UNFINALIZE.” Once this individual selects “UNFINALIZE” you may make any additional needed changes. Once all changes are entered, you must select “POST TO REPORT CARD” or “POST TO PROGRESS REPORT” **again** and then select “FINALIZE” **again**.

If you need to make any changes after the **DISTRICT REPORTING WINDOW IS CLOSED**, follow the procedure below:

Complete a grade change form and take the form to the principal for approval (if required on your campus). The form then goes to the data entry operator for entry. Otherwise, the grade correction will only appear in the gradebook and will not be changed on the report card or on the transcript and will not calculate into semester average correctly.