



# Barboursville Middle School Grade Change Request



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Student: \_\_\_\_\_ WVEIS Number: \_\_\_\_\_

Class: \_\_\_\_\_ Section Number: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Revised Grade: \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Teacher*

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Guidance Counselor*

\_\_\_\_\_  
Confirmation: I have changed the student's grade in OnCourse to reflect the revised grade submitted to the guidance counselor.

**RETAIN FOR YOUR RECORDS**