



GRADE LEVEL CHANGE FORM

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ ID# \_\_\_\_\_

ALT ID#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

For Administrator/Counselor/or ARD Committee Use ONLY:

Current Grade Level (posted on system): \_\_\_\_\_

New Grade Level: \_\_\_\_\_

Reason for Grade Level Change: ( ✓ Check one)

- Correction: (Incorrect grade level on system, effective date should reflect student's first day of school)
Promotion: Effective date of Promotion \* \_\_\_\_\_
\*High School Grade level promotions are usually effective first day of new quarter or semester (after end of course term when credits are earned). Kinder to 1st grade promotions must have proper placement documentation.

Table with 2 columns: Grade Level, Credits. Includes rows for 9th, 10th, 11th, 12th Grade and Total credits earned.

\*\* Attach Official Student Transcript to this document

Signature of Campus Principal

Date

Signature of Counselor

Date

FOR ATTENDANCE OFFICE USE ONLY:

Posted on system by: \_\_\_\_\_ Date: \_\_\_\_\_

It is the responsibility of the campus to verify approvals to change a grade level. All grade level change must be able to withstand an audit. Ysleta Regulation EIE-R