



RECORDER'S OFFICE  
AMERICAN NICARAGUAN SCHOOL

**CHANGE OF GRADE / MISSING GRADE**

(TO BE USED IN EXCEPTIONAL CASES)

**GENERAL INFORMATION:**

Student Name: \_\_\_\_\_ / \_\_\_\_\_  
Last First

Grade Level : \_\_\_\_\_ School Year: \_\_\_\_\_ Marking Period: \_\_\_\_\_  
(0000-0000) (Q1,Q2,S1,Q3,Q4,S2,FG)

Course name: \_\_\_\_\_ Course Number: \_\_\_\_\_ Section: \_\_\_\_\_

**CHANGE OF GRADE:**

Change Grade from: \_\_\_\_\_ to: \_\_\_\_\_

Reason for Action: \_\_\_\_\_  
(For Credit Exam, work completed, recalculation of grade)

Teacher Name: \_\_\_\_\_ / \_\_\_\_\_ ANS ID: \_\_\_\_\_  
Last First Required

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Principal Name: \_\_\_\_\_ / \_\_\_\_\_ ANS ID: \_\_\_\_\_  
Last First Required

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**MISSING GRADE:**

Add Missing Grade: \_\_\_\_\_

Reason for Action: \_\_\_\_\_  
(For Credit Exam, work completed, recalculation of grade)

Teacher Name: \_\_\_\_\_ / \_\_\_\_\_ ANS ID: \_\_\_\_\_  
Last First Required

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Principal Name: \_\_\_\_\_ / \_\_\_\_\_ ANS ID: \_\_\_\_\_  
Last First Required

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**RECORDER'S OFFICE USE ONLY:**

- \_\_\_\_\_ Grade processed
- \_\_\_\_\_ GPA Updated
- \_\_\_\_\_ Report Card printed

Recorder Name: \_\_\_\_\_ / \_\_\_\_\_ ANS ID: \_\_\_\_\_  
Last First Required

Recorder Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please print this form, complete signatures and return to Recorder's Office.