

Harrisburg School District	NEPN Code: IGF
Policy Manual	

Changing a Transcript Grade

All course grades except “I” (Incomplete) grades are intended to be final and permanent. It is expected that faculty will arrive at and report final grades as accurately and precisely as the grading system will permit. It is considered the faculty’s direct and personal responsibility to ensure that grades are fair and reported correctly.

If a change of grade is necessary due to an error occurs in recording, or a student revisits course work, the grade can be corrected/updated using the following procedures:

1. The faculty of record will complete the Change of Transcript Grade Form, to be kept in the student’s file
2. The form must bear the endorsement of the instructor, school administrator, and a counselor.
3. Requests for grade corrections must be submitted to the Principal or Assistant Principal.

Typographical errors, errors in calculation and/or GPA weight or can be corrected without a Change of Transcript Grade Form.

Incomplete Grades

An “I” grade is intended to be an interim course mark. It is to document the attempt in a course and will be updated upon completion of said course. A grade change form will not be required, but documentation from instructor will be kept.