# Grade Book Locking and Unlocking for Prior Marking Periods
## 2019 – 2020 School Year

When a grade change is needed in a prior marking period that is locked:

- The teacher will use the district-wide form to request that a section be unlocked so that an assignment grade may be changed for a prior marking period.
- The principal or school clerk will fax the signed request form to MIS.
- MIS data clerks will unlock the requested section and then re-lock it at the end of the next day (4:00 pm).

MIS will do the locking and unlocking for the schools upon receipt of the signed request form.

**Paula Michalko**

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## Request to Unlock Grade Book for Prior Marking Periods
(for changes to assignment grades)

Teacher must obtain principal’s signature before the grade book may be unlocked for grade changes in any prior marking period.

<table>
<thead>
<tr>
<th>School</th>
<th>Marking Period: 1 2 3 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Circle One)</td>
</tr>
<tr>
<td>Date</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th>Course</th>
<th>Section</th>
</tr>
</thead>
</table>

- The student’s marking period average will change from ______ to ______.
- The student’s marking period average will not change.

Reason for grade change: ____________________________________________

_________________________  ________________________________
Teacher’s Printed Name      Teacher’s Email Address

_________________________  ________________________________
Teacher’s Signature         Principal’s Signature

Fax completed form to the MIS Department at (337) 217-4181
MIS clerk will email teacher and principal when gradebook is unlocked