

**Grade Book Locking and Unlocking for Prior Marking Periods  
2022 – 2023 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 email or fax the signed request form to their MIS Data Clerk.
- 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.

*Jason VanMetre*

**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.

School \_\_\_\_\_

Marking Period: 1 2 3 4

(Circle One)

Date \_\_\_\_\_

Student \_\_\_\_\_

Course \_\_\_\_\_ Section \_\_\_\_\_

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 the completed form to the MIS Department at (337) 217-4181 or email your Data Clerk.*

*MIS clerk will email teacher and principal when gradebook is unlocked*