



## Grade Change Appeal Principal Declaration Checklist

Principal Name: \_\_\_\_\_ School Name: \_\_\_\_\_  
School Phone: \_\_\_\_\_ School Fax: \_\_\_\_\_  
Principal Email: \_\_\_\_\_ School Year/Term: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Student ID/Grade: \_\_\_\_\_

Your principal declaration must include the following:

- A written summary of your interactions with the parent.
- A statement why you believe this grade change is not warranted, including specific allegations/grade concerns that the grade was issued as a miscalculation, fraud, etc.
- An explanation of the teacher's syllabus and assignment summary to show why the student earned the grade he/she received.
- Specific examples and evidence of efforts made by you, teacher, and counselor to support student's success, including any grade updates, emails, meetings, etc.
- Attach evidence: teacher syllabus, grading scale, teacher declaration, emails, meeting notes, etc.

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