



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: _____