



Grade Change Appeal Teacher Declaration Checklist

Teacher Name: _____ School Name: _____

School Phone: _____ School Fax: _____

Teacher Email: _____ School Year/Term: _____

Student Name: _____ Student ID/Grade: _____

Your teacher declaration must include the following:

- A written summary of your interactions with the student and parent/guardian.
- A statement why you believe this grade change is warranted and issued fairly.
- An explanation of your syllabus and assignment summary to show why the student earned the grade he/she received.
- Specific examples and evidence of efforts made by you to support student's success, including any grade updates, emails, meetings, etc.
- Attach evidence: syllabus, grading scale, emails, meeting notes, etc.

Teacher Signature: _____ Date: _____