

Incomplete Grade Contract

Student Name: _____ Student ID: _____

Course: _____ Section: _____ Period: _____

School Year: _____ Semester: ☐ 1st (fall) ☐ 2nd (spring)

Teacher Name: _____ Due Date*: _____

Terms of this contract—the student must complete the following work (attach extra page/s if necessary):

Student Signature

Date

Teacher Signature

Date

- (1) Teacher fills out the form.
 - (2) Teacher and student sign the form (*if student is unavailable, teacher will note that on the student's signature line*). This can be done electronically.
 - (3) Teacher provides student with a copy of the contract form.
 - (4) Teacher submits contract forms to the Computer/Records Secretary by the date that grades are due. Forms can be submitted electronically.
 - (5) To change an "I" grade, teacher records the grade in the space below on their copy of the form and sends a revised form to the Registrar.

Change grade to: _____

Reason:

☐

Contract has been completed.

☐

Contract has not been completed.

Teacher Signature

Date