

***Transcript Revisions:***

Once a grade has posted to the final transcript, revisions will not be made to any grade. If a student is unable to complete course work for the final grade to be posted, it will be at the discretion of the teacher, school counselor, and administration to issue an incomplete. After the instructor receives satisfactory completion of the course work required, they will submit a change of grade form to the School Counselor. At that time, the final grade will be posted to the transcript. If a student fails to satisfy the incomplete status, a final grade reflecting the proficiency of the coursework completed will be posted to the transcript.