

Fort Bragg High School
Incomplete "I" Grade Request

Date of Request: _____

Teacher: _____ Class/Period: _____

Student: _____ Grade Level: _____

Current grade and percentage in the class as of today: _____

Teacher Signature: _____

Reason for request:

- Student had "excused" absences during the last week of the grading period. Student requires time to make-up assignments.
- Student needs to make-up an exam or quiz due to an "excused" absence. Please provide date of absence: _____.
- Student was on a short-term independent study contract, and the teacher requires additional time to complete grading of assignments, or the student has not returned to school from the short-term contract.
- Student recently transferred to FBHS from another school, and additional time is required to ascertain previous grades.
- Other: _____

Approved

Denied

Site Administrator Signature: _____

Date: _____

- If approved, the teacher has two weeks from the **date of request** to submit a "Grade Change Request" form. If the "I" grade is not changed within two weeks of the date on this request, the student's "I" grade will be changed to an "F".
- "I" grades are calculated as an "F" for eligibility purposes until the "I" is rectified.