

MiSiS GRADING PERIOD AND GRADE ENTRY WINDOW CHANGE REQUEST

DUE on or before the last day of the grading window.

Note: All fields are required. Please print or type all information.

Date: _____ School Name: _____ Location Code(s): _____

Phone Number: _____ Fax Number: _____

Principal Name: _____ Employee Number: _____

Please check the reasons for requesting a change to your school's grade reporting dates in MiSiS:

- Districtwide Network (WAN) Issue Local Area Network (LAN) Issue
 Power Outage Other (Explain): _____

Instructions: Please complete the following table and indicate the requested grading period change and/or the requested grade entry date change. You can submit additional request forms if you need more room. The change to the grade entry dates will only affect users of the Teacher Portal. Grading periods must total 183 days.

NOTE: The dates of one grade entry window cannot overlap with the dates of another grade entry window.

Grading Period Date Change			Grade Entry Date Change		
Start Date	End Date	# Days	Term	Start Date	End Date

Name of UTLA Chairperson	Signature of UTLA Chairperson
Name of Principal	Signature of Principal
Principal's LAUSD E-mail Address	
Region Director	Signature of Region Director

Please submit the completed form to the MiSiS team via [ServiceNow](#) on or before the last day of the grading window. Please allow 1-2 business days for your request to be processed. *Would you like to receive an e-mail notification that your request was received?*

YES NO

OFFICE USE ONLY: Approved: _____ Date: _____