



ARKANSAS-LOUISIANA CONFERENCE
OF SEVENTH-DAY ADVENTISTS
Education Department

STUDENT MID-YEAR GRADE RE-ASSIGNMENT

Occasionally a student may need to be reassigned to a lower grade once the school year has started and records from previous schools have been received. This decision should not be taken lightly and should be done in consultation with the Conference Education Director. For the highest success, parent(s)/guardian(s) must agree that grade reassignment is in the best interest of the student.

When it is felt, by the teacher and parent(s)/guardian(s) that such a case exists, a request is to be made to the Education Department, providing the following information.

School: _____ Date: _____

Student Name: _____

Student Age: _____ Current Grade: _____ New Grade: _____

Grade Reassignment Approved By:

Parent/Guardian Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

*Principal Signature: _____ Date: _____

Education Director Signature: _____ Date: _____

*In a small school, the School Board Chair may sign as one of the two school representatives.