**STEPS TO FOLLOW TO CHANGE GRADE IN GRADEBOOK AFTER INCOMPLETE DEADLINE**

1. Email department supervisor for approval to make change. No form is needed, just the email indicating what period(s) need to be unlocked.
2. Supervisor will ask Anne Marguglio to unlock your gradebook.
3. Anne will notify you that you have 24 hours to make the change.
4. Teacher will notify Anne Marguglio and department supervisor of the new grade(s).