

Learning ID (if known)											

Schools submitting secondary level marks information via XML or through the SDS website may make corrections electronically (up to 30 days after the course end date). After 30 days, submit corrections using this form. Schools submitting secondary level marks information in paper format should use this form to submit corrections.

Student Information											
Last Name											
First Name				Middle Name				Birthdate (dd/mm/yyyy)			
School Information											
School Division/Tribal Council				School				Ministry Assigned Number			
Course Information											
Course Number			Course Name								
Teacher Certification Number			Teacher Name								
Final School Mark			_____ %								
Course Start Date			Day	Month	Year	Course End Date			Day	Month	Year
This is a: <small>(see following page for definitions)</small>			<input type="checkbox"/> Correction to an Existing Mark				<input type="checkbox"/> Remove Existing Mark				
			<input type="checkbox"/> Correction to an Existing Course				<input type="checkbox"/> Credit Recovery (school based)				
			<input type="checkbox"/> New Mark Addition				<input type="checkbox"/> Credit Recovery (summer school)				
			<input type="checkbox"/> Course Challenge				<input type="checkbox"/> Other (explain below)				
			<input type="checkbox"/> Dual Credit (teacher info not required above)								
Reason for the Correction:											

Teacher	Signature
Principal	Signature

Day	Month	Year
Day	Month	Year

Please scan and e-mail this page to student.records@gov.sk.ca.