



# Academic Appeal

## Request for Re-Assessment Form

### Instructions

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This application is to be completed only after informal consultation with the teacher(s) responsible for the evaluation has taken place and the student remains unsatisfied with the results. The completed request for re-assessment should be returned to the principal who will complete the process.

This form must be submitted as soon as possible but no later than one week after the final report card has been provided to the student.

Students should be aware that a grade may be increased or reduced as result of a re-assessment.

### Application for Re-Assessment

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Last Name	First and Middle Name(s)	Student Number	
Address		City/Town	Province    Postal Code
Telephone (Home)	Cell Number	Email	

Formal re-assessment requested in:

Course	Period	Instructor
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Date of informal consultation with teacher(s)

I was not able to consult with the teacher(s) (provide reason)

Nature of concern (required). Please attach separate sheet(s) if additional space is required.

Student Signature	Date
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Please submit completed form to the main office to be directed to the principal of [School Name]. A response will be issued in the form of a letter once the re-assessment process is complete.