

## REMEDIAL COURSE GRADE REPORT SHEET

**GUIDELINES**

- (1) FACULTY SECURES THIS FORM FROM THE REGISTRAR'S OFFICE UPON PRESENTATION OF REMEDIALS CLASS LIST.
- (2) ONCE THE GRADE HAS BEEN EARNED BY THE STUDENT, FACULTY ACCOMPLISHES THIS FORM THEN SUBMITS TO THE CLUSTER COORDINATOR FOR VERIFICATION AND TO THE PRINCIPAL FOR APPROVAL.

TERM/ SY	FACULTY MEMBER	COURSE CODE	COURSE TITLE	CLUSTER

STUDENT NUMBER	STUDENT S NAME	STRAND	SECTION	SY/ TERM OBTAINED	DATE OF COMPLETION	COMPLETION GRADE	REMARKS
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*\*Use as many pages as necessary.*

VERIFIED BY (CLUSTER COORDINATOR):
SIGNATURE OVER PRINTED NAME/ DATE

APPROVED BY (PRINCIPAL)
SIGNATURE OVER PRINTED NAME/ DATE

ENCODED BY:
SIGNATURE OVER PRINTED NAME / DATE

COPY: (1) REGISTRAR'S OFFICE (2) FACULTY

**FORM SHS-001-02**