

\${date}

Student Name	Previous Grade	New Grade
\${Student Name 1}	\${Previous Grade 1}	\${New Grade 1}
\${Student Name 2}	\${Previous Grade 2}	\${New Grade 2}
\${Student Name 3}	\${Previous Grade 3}	\${New Grade 3}

Signed by:

\${College Chairperson}	\${College Dean}	\${Registrar}
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