Caddo Parish Schools
Information Technology Department
Request to Unlock WebGradebook

Effective November 1, 2017, the WebGradebook will be unlocked by Information Technology Staff only. Complete the form below to request the unlocking of the grade book. Email the completed form to Saundra Roberson (shroberson@caddoschools.org). Thank you for your cooperation in this matter.

Date to be opened: _____
Time to be opened: _____
Marking Period: 1st Nine Weeks
                2nd Nine Weeks
                3rd Nine Weeks
                1st Semester Exam
                2nd Semester Exam

Reason for Request: _____

For Information Technology Use Only:
Approved Date: _____
Completed Date: _____