



SUBJECT: HIGH SCHOOL COURSE CREDIT AND GRADE

Dear Parent/Guardian:

This year your child has been enrolled in a high school course in mathematics and/or world language. As you may remember, middle school students/parents have the opportunity to expunge the course grade for any high school class that was taken in middle school. When a grade is expunged the class name and final course grade does not appear on the student's high school transcript. How do you know if you should expunge a grade or not? In some cases, this may be an easy decision. Students with a final grade of A should continue on with the course work and not expunge the grade. Students with a grade of C or below should expunge the grade. Those students with a grade in the B range may warrant additional conversation with the child, their teacher and counselor.

OPTION #1

If you are pleased with the academic performance in these courses, please sign the form indicating that you do not wish to expunge the grade and return it to your child's teacher (option 1 form). The credit and grade earned will become part of your child's permanent *Secondary School Academic Transcript* and count toward fulfilling the graduation requirements. The grade earned will be included in the cumulative Grade Point Average (GPA) which is used to calculate rank in class. If your child earns a passing score on the End of Course Algebra I and/or Geometry SOL test, he/she will gain a verified credit for each subject.

OPTION #2

If a student has obtained marginal success or failed the subject, it is advantageous for the course to be repeated, in addition to requesting that the grade and credit be removed. Although the course and grades will appear on the report card this year, the grade will not appear on the student's permanent *Secondary School Academic Transcript* if the course credit and grade are removed.

ACTION NEEDED TO REMOVE THE GRADE AND CREDIT:

- Complete the REQUEST TO REMOVE CREDIT AND GRADE FORM (option 2) and return it to the classroom teacher NO LATER THAN JUNE 17, 2017.
- Students are expected to remain in the course for the remainder of the school year. If the course is Algebra I or Geometry, the student is expected to take the End of Course SOL.
- Once the final grades are issued, school staff will complete the required steps to remove the grade, and then send a copy of the form with the FOR OFFICE USE ONLY section completed. Please keep this confirmation of the grade and credit removal for your records. A copy of this form will also be kept in the student's cumulative file.

If you have any questions or desire to choose a different option between June 18-30, please contact your child's middle school counselor. Beginning on July 1st, parents should contact their child's high school.



**REQUEST TO KEEP MY CHILD’S GRADE AND CREDIT
FOR HIGH SCHOOL COURSES TAKEN IN MIDDLE SCHOOL
(Option 1)**

STUDENT NAME: _____ Grade: 7 8

SCHOOL NAME:
SCHOOL NAME: _____

We have read and understand that the course grade and credit of the class indicated below will be added to my child’s high school transcript. I understand that I cannot expunge a course grade after June 30th.

- | | | |
|------------------------------------|---|---|
| <input type="checkbox"/> ALGEBRA I | <input type="checkbox"/> SPANISH I (or Spanish B) | <input type="checkbox"/> FRENCH I (or French B) |
| <input type="checkbox"/> GEOMETRY | <input type="checkbox"/> LATIN I (or Latin B) | <input type="checkbox"/> GERMAN I (or German B) |

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE _____ DATE: _____

Please complete this form and return it to the middle school teacher on or before June 16, 2017. If you have any questions or desire to choose a different option between June 19-30, please contact your child’s middle school counselor. Beginning on July 1st, parents/guardians should contact their child’s high school.

For Office Use Only	
_____	Date Request Received
_____	Date of Student Record Change
_____	Copy of Completed Request Mailed to Parent



REMOVE COURSE CREDIT AND GRADE (Expunge) FOR HIGH SCHOOL COURSES TAKEN IN MIDDLE SCHOOL (Option 2)

STUDENT NAME: _____

Grade: 7 8

SCHOOL NAME: _____

We have read and understand that once this credit has been removed it cannot be added to the transcript at a later date (even if this credit is needed for graduation). We still request that the grade and credit for the course(s) checked below be removed from my child's record.

ALGEBRA I SPANISH I (or Spanish B) FRENCH I (or French B)
 GEOMETRY LATIN I (or Latin B) GERMAN I (or German B)

STUDENT SIGNATURE: _____

DATE: _____

PARENT SIGNATURE: _____

DATE: _____

NOTE: Student cannot proceed in the sequence of courses until credit has been earned; therefore, if a credit and grade are removed, the student must enroll in and earn credit before going into the next course in the sequence. For example, if the Algebra I grade and credit are removed, the student must enroll and earn credit in Algebra I before Geometry. If the World Language level I grade and credit are removed, the student must enroll and earn credit in level I before s/he can enter level II.

Please complete this form and return it to the middle school on or before June 30, 2017.

For Office Use Only

_____ Date Request Received _____
_____ Date of Student Record Change _____
_____ Copy of Completed Request Mailed to Parent _____
_____ Date of parent contact because form was not received _____
(list date/time/parent decision below.)