



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, no action is needed. 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 Grade 8 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 and return it to the middle school counselor NO LATER THAN JUNE 29, 2015.
- 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.

Please contact your child's middle school counselor with any questions until June 29th. Beginning on July 1st, parents/guardians should contact their child's high school.

