



## **HIGH SCHOOL COURSE CREDIT AND GRADE 2019-20 SCHOOL YEAR IMPACTED BY COVID-19**

Dear Parent/Guardian:

This year your child has been enrolled in a high school course in mathematics and/or world language. 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 keep the grade. Students with a grade of D or below should expunge the grade and repeat the course. Those students with a grade in the B or C 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 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.

### **OPTION #2**

If a student has obtained marginal success or failed the subject, it is a good idea to remove the grade and repeat the course. Although the course and grades will appear on the middle school 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, sign, and return the REQUEST TO REMOVE CREDIT AND GRADE FORM (on back) to the middle school counselor NO LATER THAN TWO WEEKS AFTER THE LAST DAY OF SCHOOL.
- 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.
- During this year's unprecedented school closing related to COVID-19, you can complete this form and submit it to the school via email, fax, or US mail. You can also indicate your verbal consent to your child's school counselor who will document your request accordingly.



## REQUEST TO REMOVE CREDIT AND GRADE FORM 2019-20 SCHOOL YEAR IMPACTED BY COVID-19

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. We still request that the grade and credit for the course(s) checked below be removed from the student record.

ALGEBRA I

SPANISH I

FRENCH I

SPANISH II

FRENCH II

GEOMETRY

LATIN I

GERMAN I

LATIN II

GERMAN II

IT Fundamentals

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NOTE: Students 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 no later than June 1, 2020

***For Office Use Only***

_____	Date request received	_____
_____	Date of student record change	_____
_____	Copy of completed request mailed to parent	_____