



Request to Add Course to Transcript

Student Name _____ Pupil Number _____ Class of _____ Current School Year _____

Course name to be added	
School at which course was taken	
School year course was taken	
Student's grade level when course was taken	

I am requesting the above course be added to my student's transcript. I understand, that upon receipt of this request, the course, grade, and credit will be added and will **remain on my student's high school transcript as a permanent record of academic history.**

NOTE: Per NSD Board Procedure 2410P, For the **Class of 2016 and beyond**, in order to earn a diploma from Bothell, Inglemoor and Woodinville High Schools, a student may earn no more than 15% of the total required credits from outside sources. In addition, these outside credits may not exceed fifty percent of the credit requirement for any discipline (content area).” **Students who add more than 15% of the total required credits or more than 50% of the required credits in any discipline to their transcript from outside sources will earn a Northshore School District alternative high school diploma.**

Parent/Legal Guardian Signature _____ Date _____

Student Signature _____ Date _____

<i>For School Use Only:</i>	
Counselor/Administrator signature	
Course added to transcript by	
Date added	
Course Code	
Course Title	
Course Grade	