

**Spring Lake Park High School
Request Form to Repeat a Course
For the Purpose of Replacing a Recorded Grade**

Student Name	Grade
Course to be Retaken	

I request to retake the above-named course during _____ of the _____.
trimester school year

Previous grades in this course: (T1) _____ (T2) _____ (T3) _____

Directions to the student:

- 1. Write a paragraph indicating why you would like a Grade Change: What will you do differently this time taking the course that you didn't do before? (on back)**
- 2. You and your parent/guardian need to sign and date the application below.**
- 3. Submit this request form to the appropriate department chairperson and have it signed if the request is approved.**
- 4. Submit this form to your dean and obtain his/her signature.**
- 5. Once approved, the dean will make the necessary schedule change.**

I (student) understand that I must retake the entire course and that I may do so only once. Further, I understand that the grade which I earn the second time shall replace the grade I earned the first time, regardless of whether the second grade is higher, lower or the same as the first grade.

Student Signature

Date

Parent/Guardian Signature

Date

Department Chairperson Signature

Date

Dean Signature

Date

