

**ADLAI E. STEVENSON HIGH SCHOOL**

**COURSE RETAKE REQUEST**

NAME \_\_\_\_\_ ID NUMBER \_\_\_\_\_ GRADE \_\_\_\_\_

COURSE NAME \_\_\_\_\_ SEM 1 SEM 2

COURSE # \_\_\_\_\_

YEAR COURSE WAS ORIGINALLY TAKEN \_\_\_\_\_

REASON FOR RETAKE:

Failed Course

Grade Improvement

Other (explain)

- If the course was originally failed it may be applied toward an academic or athletic waiver for physical education.
- If the course was originally passed with a grade of A- or higher it may not be retaken.
- The original grade will remain on the transcript. The grade points from the higher grade will be used to determine the grade point average.
- The student should return the completed form to the counselor.
- After processing, the counselor will submit the original form to the registrar and retain a copy for the student file.

**FOR OFFICE USE ONLY: Processed on \_\_\_\_\_ Initials \_\_\_\_\_**

**ORIGINAL: Registrar**  
**7/12 sp**

**cc: Counselor**