

## Secondary Education

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Dear Parents/Guardians,

Your student has taken or is taking a high school level course as a middle school student. Because the course qualifies for high school credit, per RCW 28A.230.090 and WAC 180-51-030, the course, when successfully completed, will be included on your student's high school transcript **unless one of the other options explained below is chosen**. The transcript will note the grade level at which the course was taken and credit was earned. The grade earned will be included in the calculation of your student's high school GPA and the credit earned will be applied to fulfill high school graduation requirements.

**Option A:** The course may be added to the high school transcript with a **non-numerical grade** ("pass"). The credit will apply to fulfilling high school graduation requirements, but the grade **will not be** included in the student's high school grade point average.

**Option B:** The student and parent/guardian may choose **not** to have the course included on the high school transcript at this time. Credit will not be applied and the course will not fulfill high school graduation requirements.

Included with this letter is a copy of the form titled "***High School Course Taken Prior to 9th Grade***". Please complete the form, indicating your preference with regard to including this course on your student's high school transcript. Signatures of both the student and a parent/guardian are required. This form should be returned to your student's counselor or the registrar at the student's school.

***Note:*** A student may make changes to this selection up through the end of their junior (11th grade) year. Changes to this selection may not be made after that time. These options are available only for high school level courses taken prior to high school beginning in the 2019-20 school year.

**Secondary Education**

**High School Course Taken Prior to 9<sup>th</sup> Grade**

Use this form *only* if the course was taken in the 2019-20 school year or later  
All other requests should use the *Request to Add Course to Transcript form*

Student Name \_\_\_\_\_

Student Number \_\_\_\_\_

Class of \_\_\_\_\_

Current School Year \_\_\_\_\_

The above named student is currently taking/has taken a high school level course prior to the student's 9th grade year. Once successfully completed, this course, credit earned, and grade will be added to the student's high school transcript unless one of the following options is requested by the student and student's parent/guardian.

**Students/parents should read the letter attached to this form for guidance in making this decision.  
For additional questions, please consult with your counselor.**

- We request that this course and credit be added to the student's high school transcript with a **non-numerical grade** ("pass") for the semester(s) specified. The credit will apply to fulfilling high school graduation requirements, but the grade **will not** be included in the student's high school grade point average.
- We choose **not** to have this course included on the student's high school transcript at this time.
- We request that this course and credit be included on the student's high school transcript with a **letter grade** for the semester(s) specified. The credit will apply to fulfilling high school graduation requirements, and the grade **will be** included in the student's high school grade point average.

**Note:** A student may make changes to this selection up through the end of their junior (11th grade) year. Changes to this selection may not be made after that time. These options are available only for high school level courses **taken prior to high school beginning in the 2019-20 school year.**

Course name		
School at which course was taken		
School year & student's grade level when course was taken	Year:	Grade Level:
Semester to which this selection applies (choose one or both)	Semester: Sem 1 <input type="checkbox"/>	Sem 2 <input type="checkbox"/>

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

<i>For School Use Only:</i>	
Counselor/Administrator signature	
Course Code and Title	
Course Grade	Semester 1: _____ Semester 2: _____
Added to transcript by (registrar)	
Date added	