

I-2: Improving a Course Grade Form

INTENT TO ENROLL IN A COURSE FOR THE PURPOSE OF IMPROVING A COURSE GRADE

If the course/title is not exactly the same, prior district approval is required before the student starts the course to ensure it is COMPARABLE.

Student Name: _____ Student ID Number: _____ School: _____ Date: _____

Original Course Title	Letter Grade Originally Received	Semester Being Retaken	Quarter Grade(s) Student is Attempting to Replace	Replacement Course Title	Is the Course the SAME or a COMPARABLE Course?	Appropriate Educational Entity at which Coursework will be Repeated
		1 2	1 2 3 4		Same Comparable	
		1 2	1 2 3 4		Same Comparable	

Expected Completion Date of Course(s): _____ Counselor: _____

Site Level Approval Required Prior to Enrollment in the SAME Course and First Level Approval for Enrollment in a Comparable Course:

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

Site Administrator Signature: _____ Date: _____

If the course is the **same**, no further action is needed until the class is completed.

District Level Approvals Required Prior to Enrollment in a COMPARABLE Course:

Send request to the executive director of teaching and learning.

Documentation for Enrollment in a Comparable Course Submitted to District Credit Committee on this Date: _____

District Credit Committee Decision: Approved / Denied (circle one) Date: _____

After Completing a Course for a Replacement Grade:

I. Submit the application form and a copy of the transcript to the executive director of teaching and learning for approval.

A. The following is to be completed by the executive director of teaching and learning.

Replacement Course Title: _____

Replacement Course Grade: _____

Approved / Denied (circle one)

Signature: _____

Print Name: _____

Date: _____

II. Return to school registrar to replace grade.

A. The following is to be completed by the registrar.

Replacement Grade Added to Transcript on this Date: _____

Signature: _____

Print Name: _____

B. Registrar will retain scan of application and transcript and return application to counselor.

C. Please review school credentials to ensure they meet the requirements for grade replacement.

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United State Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.