

Issaquah School District #411

Request for Removal of High School Credit Earned Prior to 9th Grade from Transcript or Transcribed for Graduation Requirements Only

For eligibility requirements, see 2410P and consult with your counselor. A request can be made to either remove the credit and grade entirely, or have the course transcribed for graduation requirements only (the grade will be a P (pass) on the transcript and not factored into the GPA). Note that NCAA may value a "P" grade as a "D" (1.0 grade point) for scholarship eligibility.

*This request can be made at any time up to the end of a student's junior year. **Please note that once this request has been made and the credit has been removed, or designated as only for graduation, no further changes will be permitted.** [RCW 28A.230.090(4); WAC 392-415-070].*

Name of school where credit was earned: _____

Title of course/ Discipline of course: _____

School Year during which the credit was earned: _____

Grade and Credit earned: _____

I request that the above stated grade and credit be () removed from my high school transcript or () transcribed only for graduation requirements and not included in my grade point average calculation. **I understand that once these credits have been removed or designated as only for graduation, no further changes will be permitted.** A principal or assistant principal will review the documentation.

Printed name of student

Signature of student

Printed name of parent(s)/guardian(s) of student

Signature of parent(s)/guardian(s) of student

This portion is to be completed by staff.

Counselor

Signature: _____ Date of request for change: _____

Principal/Asst. Principal Acknowledgement

Signature: _____ Date: _____

Registrar

Course credit and grade removed or designated for grad requirement only: _____ (check mark)

Signature: _____ Date: _____