



Redlands Unified School District

REQUEST FOR REMOVAL OF EARNED DUAL ENROLLMENT CREDITS

Dual Enrollment Courses on High School Transcripts

1. BP 6146.11 provides for the inclusion of credit earned in Dual Enrollment Courses for high school credit under the Alternative Credit Toward Graduation (AR6146.11).
2. Students must have earned a grade of C or higher in the course.
3. Courses are included in the high school transcript as elective, non-weighted credit that is included in the overall GPA calculation.
4. Students may elect to exclude these earned credits from their transcript by submitting this form completed in its entirety.
5. The request for Removal of Earned Dual Enrollment Credits must be submitted to the high school registrar no later than the end of the semester directly following the semester in which the credits were earned.
6. Students cannot reverse a request for Removal of Earned Dual Enrollment Credits once this form has been submitted.
7. All decisions are final and non-negotiable.

Student Name _____ Student Permanent ID _____

Dual Enrollment Term/Semester (i.e., 2016/Fall) _____

Dual Enrollment Course Title (i.e., ASL 102) _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Counselor Signature _____ Date _____

Administrative Use only

Date Registrar Received _____

Approved _____ Not Approved _____

Administrative Signature _____ Date _____

Term Class was Taken: Summer _____ Fall _____ Spring _____

Date Registrar Removed: _____

A copy of this form will be retained for the student's cumulative file.