



**Request to Omit High School Credit Courses Taken in Middle School  
from a Student's Transcript**

MCPS Policy 6-6.2 provides for the removal of high school credit courses taken in middle school from a student's transcript as follows:

- **Parents/Guardians may complete the form below to request that any high school credit course taken in middle school be omitted from their child's transcript, and submit it to the high school registrar by October 1 following the completion of 8<sup>th</sup> grade. If no changes are requested, please check the column "KEEP the course on my child's high school transcript" for each high school credit course taken in middle school.**
- Any high school credit course taken in middle school for which a final grade of F was reported, will automatically be removed from the student's transcript.
- When a student re-takes and completes any course in high school that was taken for high school credit in middle school, the middle school grade will automatically be removed from the student's transcript and be replaced by the high school final grade if it is higher than the middle school final grade.
- Parents of students who transfer to Montgomery County Public Schools at the beginning of the 9<sup>th</sup> grade year must request that grades for high school credit courses taken in middle school be omitted from the student's transcript within ten (10) calendar days of enrollment.

*The school principal in cases of extenuating circumstances may grant exceptions to these provisions.*

Middle School in Which Course was Taken: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

I request that the action(s) indicated below be taken for each high school credit course taken in middle school:

Course Name	Year Taken	Final Course Grade	OMIT the course from my child's high school transcript	KEEP the course on my child's high school transcript

**Please Note:** Once a course has been omitted from a transcript, the grade, credit, and any verified credit (earned for passing an SOL End-of-Course Test) associated with that course will be removed, can no longer be counted toward graduation requirements, and cannot be restored.

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

\_\_\_\_\_  
Date

Revised 9/12/17