Lake Washington School District

Appendix D - Class of 2024 & Beyond
Request to Remove Credit or Grade Taken Before High School from High School Transcript

Per graduation procedure, 2410P, unless requested otherwise by the student and the student's family, a student who has completed high school courses before attending high school shall automatically be given high school credit which shall be applied to fulfilling high school graduation requirements if:

1. The course was taken with high school students, if the academic level of the course exceeds the requirements for seventh and eighth grade classes, and the student has successfully passed by completing the same course requirements and examinations as the high school students enrolled in the class; or
2. The academic level of the course exceeds the requirements for seventh and eighth grade classes and the course would qualify for high school credit, because the course is similar or equivalent to a course offered at a high school in the district as determined by the school district Board of Directors.

Students and families may request that high school credit earned before high school be removed from the high school transcript or that credit be transcribed with a non-numerical grade. **Requests must be made on or before the last day of the student's junior year.**

Request to Remove Credit or Grade Taken Before High School from High School Transcript

To be completed by student and parent/guardian

Name of Course: _____
(Use separate form for each course)

☐ **Remove high school credit earned in middle school from high school transcript.**
Check one of the following: ☐ *Remove semester 1 only* ☐ *Remove semester 2 only* ☐ *Remove both semesters*

or

☐ **Transcribe high school credit earned in middle school on high school transcript with a non-numerical grade.**
Check one of the following for transcription of non-numerical grade: ☐ *Semester 1 only* ☐ *Semester 2 only* ☐ *Both semesters*

Student Name (please print)	**Student's Graduation Year**
Student Signature	**Date**
Parent/Guardian Signature	**Date**

To be completed by principal/designee:

Principal or Designee Signature	**Date**