Shorewood High School
Transcript Change Request for High School Courses Taken in Middle School

Name _____ **Student ID** _____ **Grad Year** _____

Middle School Attended _____

Per policies RCW28A.230.090* and House Bill 1599**, high school level courses that were taken in middle school can be posted on the transcript in a variety of ways, depending on the student's graduation year. Students/parents have options to make changes, depending on the student's grad year and which policies apply. Decisions to make changes must be made by the end of junior year and cannot be reversed. Contact your school counselor with any questions.

Check off your selection:

_____ Change the letter grade to a "P".
_____ Remove the course and grade from the transcript.

			FOR STAFF USE ONLY			
			Change letter grade to P (✓)		Remove course & grade from transcript (✓)	
Class Taken (✓)	Taken in Grade	Year Taken	Semester 1	Semester 2	Semester 1	Semester 2
_____ French 1	7 8	20____- 20____				
_____ French 2	7 8	20____- 20____				
_____ Japanese 1	7 8	20____- 20____				
_____ Japanese 2	7 8	20____- 20____				
_____ Spanish 1	7 8	20____- 20____				
_____ Spanish 2	7 8	20____- 20____				
_____ Algebra 1	7 8	20____- 20____				
_____ Geometry	7 8	20____- 20____				
_____ Other: _____	7 8	20____- 20____				

By signing, I understand that these classes will be posted on, or removed from, the high school transcript. Letter grades and credits will be included when determining the cumulative grade point average for high school. A grade of 'P' will not affect the cumulative grade point average but credit will be earned.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Counselor signature: _____ Date: _____

Entered in SIS
Registrar signature: _____ *Date:* _____

***RCW 28A.230.090**: seventh or eighth grade students may receive credit for completing high school equivalent courses.*
***HB1599:** courses taken in middle school during the 2019-2020 school year and subsequent years shall be automatically added to the high school transcript (including the grade earned) if the grades were passing, and applied towards graduation requirements. Students and families can request the course be converted to a "P" (pass) grade or removed from the transcript. 2/17/23*