



COEUR D'ALENE CHARTER ACADEMY

4904 N. Duncan Drive • Coeur d'Alene, ID 83815
P: (208) 676-1667 • F: (208) 930-4215
www.cdacharter.org • info@cdacharter.org

Transcript Change Request

Reference IDAPA Rule 08.02.03.105

Pursuant to Idaho code, parents and guardians may only elect to remove grades associated with a high school-level course taken in grades 06, 07 and/or 08. This decision should not be taken lightly and **will not be reversed**.

Students electing to remove the grade from the transcript will also remove the credit associated and students will be required to meet graduation requirements with their remaining coursework.

As a parent, you may choose how we handle these credits:

Your options:

- Include these credits on my student's high school transcript as a letter grade
- Include these credits on my student's high school transcript as a pass/fail grade
- Do not include these credits on my child's high school transcript

Your decision will positively or negatively affect:

- Your student's weighted and/or unweighted grade point average
- Your student's ability to meet graduation requirements and on-time graduation
- Your student's class ranking

Please indicate below how you would like these credits to be handled.

Class Title: _____ Include: _____ Yes _____ No

Class Title: _____ Include: _____ Yes _____ No

Class Title: _____ Include: _____ Yes _____ No

If you choose to include credits on the high school transcript, please indicate whether you would like them to appear as letter grades or pass/fail (all must appear the same way.)

_____ Letter Grade

_____ Pass/Fail

If this is in the best interest of your student, please complete the form and return to the high school registrar. Request of this nature will only be received through the end of the student's ninth grade year of study* beginning in September of 2024.

Student Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

*Students who withdraw after their ninth grade year will be granted a one year extension.