Secondary Education

Northshore
School District

Request to Add Course to Transcript

Student Name	Student Number	Class of	Current School Year

Course name to be added	
School at which course was taken	
School year course was taken	
Student's grade level when course was taken	

We are requesting the above course be added to my/my student's transcript. We understand that upon receipt of this request, the course, grade, and credit will be added and will **remain on my/my student's high school transcript as a permanent record of academic history**.

NOTE: Per NSD Board Procedure 2410P, in order to earn a diploma from Bothell, Inglemoor, North Creek and Woodinville High Schools, a student may earn no more than 15% of the total required credits from sources outside the student's comprehensive high school. In addition, these outside credits may not exceed fifty percent of the credit requirement for any discipline (content area). **Students who earn more than 15% of the total required credits or more than 50% of the required credits in any discipline from outside sources will earn a generic Northshore School District high school diploma.**

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

For School Use Only:	
Counselor/Administrator signature	
Course Code & Title	
Course Grade	
Credit Earned	
Course added to transcript by	
Date added	