



Request for Elimination of Middle School Course Grades/Credits
from High School Transcript

Policy Implementation Procedure I-1.1.6.30 PIP-1 Graduation, Promotion, and Retention states that you may request the opting-out of the course and grade, taken in middle school, from your student’s final high school transcript until the end of their junior year. After this time a written request, separate from this form, can be made to remove the course.

Date: _____

SID: _____ Grade _____
Student ID number _____ Level: _____ Counselor: _____

Student Name: _____ Birth date: _____

High School: _____ Years Attended: _____

Middle School: _____ Years Attended: _____

We are requesting that the following course(s) – both the grade(s) and the credit(s) – not show on the student’s transcripts. We understand that this means that the course grade(s) will not appear as part of the student’s record and high school grade point average. We also understand that if the student passes the Standards of Learning (SOL) test associated with any of these courses and thus have a verified credit needed for graduation, that the verified credit will no longer exist. (This means for example, that if the student passes World Geography and passes the SOL test, the student would have one verified credit towards graduation. By deleting this course, the student will need for more social studies courses in order to earn and advanced studies diploma – three for a standard diploma – and will need to pass at least two SOL test in social studies in high school).

We have reviewed the attached graduation requirements and are aware of the implications of our request. We request that the following course credit(s) be deleted from the student’s transcript:

Course Title	Letter Grade	Grade Level	Course Title	Letter Grade	Grade Level

Date: _____

Student Signature: _____

Name of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Counselor: _____ Date: _____

Director of Counseling: _____ Date: _____

Cc: Assistant Superintendent, Teaching & Learning