

Dear Parent or Guardian:

High school courses can be repeated for a better grade. When this is the case, the student has the option to have the GPA and credits earned removed from the lower graded course on the transcript **or** have the lower graded course apply towards their general electives graduation requirements. The letter grade will remain on the transcript in both cases as specified by OSPI.

*Refer to School Board Policy 2420 and WAC 392-415-055.*

Please complete this form and return to your student's counselor to have this repeated coursework properly applied to his/her official record.

Student's Legal Name  Graduation Year

School

**Repeated Course (Lower Grade):**

Course Title	In what grade was course taken?	What semester?	Letter grade earned

**Repeated Course (Higher Grade):**

Course Title	In what grade was course taken?	What semester?	Letter grade earned

Would you like the lower graded course's GPA and credit earned removed from the transcript?  Yes  No

**OR**

Would you like the lower graded course applied to general electives?  Yes  No

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Counselor Signature Date

\_\_\_\_\_  
Administrator Signature Date

**Office Use Only**

Date transcript changes made  Changes made by