



To complete this form electronically,
it must be opened in Adobe Reader!

Repeating a High School Course for a Better Grade

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