



May 10, 2019

## Request for High School Credit Action required by all families

Dear Parent/Guardian:

Your student is/was enrolled in a middle school class, eligible for high school credit. As your student leaves middle school, you and your student need to decide if you want the grades and credits from the class(es) included as part of the student's Official High School Transcript and GPA. Your family or student must submit this request for the courses to be added to the high school transcript by completing this form. Per state law, WAC 392-415-070, **courses and grades cannot be removed once placed on the transcript**. However, the course can be taken again for a higher grade, and the middle school course and grade will still appear on the transcript.

This form needs to be returned to your middle school office **by June 14, 2019**. In order to ensure all families receive this communication we are asking you to indicate whether or not you would like the course transcribed by marking the appropriate area below.

By earning credit, your student will be ahead of many incoming freshmen, and by using these credits, may open their schedule to more electives, or advanced classes, in the future. Please be aware that we highly recommend that your student continue to take and earn math credit all four years of high school, even if they meet their requirements early. Students who continue in math make a smoother transition to college math, and have higher success rates. Most 4-year colleges require a 4<sup>th</sup> year of math, or math-based science class during the senior year.

I request that my student \_\_\_\_\_ DOB \_\_\_\_\_ receive high school credit and grade for the classes marked below. (Algebra and Geometry = credit toward 3.0 required math credits for graduation. Spanish = credit toward 2.0 required World Language credits for graduation.)

Algebra 1

Geometry

Spanish I

Spanish II

We will not be seeking high school credit for our child at this time.

Parent/Guardian Name \_\_\_\_\_

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