

Champlin Park High School

REPEATED COURSE—REMOVING THE “F” GRADE

1—Complete this form if you have failed a course at an Anoka Hennepin High School and have re-taken and passed the same course or a course that meets the same requirement.

Examples: failed Hon Chemistry A, re-took Chemistry A and passed
failed Intermediate Alg A, re-took 3 Tri Intermediate Alg A and passed

2—This process removes the course and the grade from the transcript.

3—After turning in the completed form to your counselor the course, grade and credit will be removed and your GPA updated within approximately two weeks.

4—This form will be returned to you after the grade has been changed as confirmation.

IMPORTANT INFORMATION: YOUR GRADE WILL ONLY BE CHANGED BY COMPLETING THIS FORM AFTER YOU HAVE RE-TAKEN THE CLASS.

Section for student to complete:

Student Name: _____ Date of Request: _____

Course to be removed as shown on the AH Connect Course History Screen:

Course Name: _____

Year/Grade/Term-Trimester: _____

Grade Earned: _____

Section for office staff to complete:

Counselor: _____

Verification of new completed course:

Course Name/Number: _____

Year/Grade/Term-Trimester: _____

Date Course Removed: _____

Removed by: _____

Copies to: student; cum file