

Champlin Park High School

REPEATED COURSE—REMOVING COURSE WITH LOWER PASSING GRADE

1—Complete this form if you have retaken a previously passed course or a course equivalent and you want your lower grade AND credit removed from your transcript.

Examples: remove C for Hon Chemistry A due to earning B in Chemistry A

remove D- in US History B due to earning a B after re-taking US History B

2—This process is only available if the course to be removed was taken at an Anoka Hennepin High School.

3—Because this process takes away earned credit as well as the grade, you need to have parent approval and meet with your counselor to confirm that you do not need the credit.

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

5—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: _____

Signatures show approval for the removal of lower grade and credit earned:

Student: _____

Parent: _____

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: student; parent; cum file