



# Middle School to High School Transcript Credit Form

To add credit and grades for high school courses taken in middle schools to your Washington State Official High School transcript, complete this form and return it to your high school counseling prior to transferring or graduating from Seattle Public Schools.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Middle school at which course was taken

(please attached official unopened transcripts for out of district courses)

Course Title	MS Course Code	HS Course Code	Completion Date	Grade	Teacher of Record

\*This form is to be filed in the student's cumulative folder. HS Semester courses taught at the MS over the course of one year receive .50 credit for the year, HS Semester courses taught at the MS level in one semester earn equivalent HS credit.

My signature below indicates that I have read the following and that I understand and agree that:

- Courses and grades will be reflected on and factored into the student's Official Washington State High School Grade Point Average. This G.P.A. and course(s) will listed on the official transcript, which is sent to college, universities and other programs.
- Once a course is added to a Washington State Official High School Transcript, it may not be removed.
- Students are encouraged to remain enrolled in upper-level courses even if credits earned for courses taken during middle school are applied towards graduation requirements.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Entered by Data Registration Specialist

\_\_\_\_\_  
Date