



Middle School to High School Credit From Class of 2024

8th grade students taking high school courses taken during 2019-2020 school year in middle school will be added by default to high school transcripts when students transition to high school. High school courses taken during middle school prior to the 2019-20 school year may be added to high school transcripts. Students may use this form to request courses be removed or added.

_____ Student Name _____ Student ID _____

Middle school at which course was taken
(please attached official unopened records for out of district courses)

Remove Course or Request that Course be Recorded as Credit Only, with No Letter Grade

Courses taken in 8th grade, during 2019-20 school year: To remove course or course grade from the high school transcript, complete this portion of the form and return it to your high school counselor. Request must be submitted by June 1 of 11th grade, or prior to transferring out of Seattle Public Schools, whichever comes first. Courses that are removed may not be added back.

Course Title	MS Course Code	HS Course Code	Completion Date	Grade	Teacher of Record	Remove Course	Remove Grade and Record as "P/N"

Add Course from 6th or 7th Grade

Courses taken in 6th or 7th grade, during the 2017-18 or 2018-19 school years: To add credit and/or grades for these courses to your Washington State Official High School transcript, complete this portion of the form and return it to your high school counselor prior to transferring or graduating from Seattle Public Schools. To add high school credit taken in another district, you must provide the historical grades, the district policy, and the list of approved high school level courses from that district.

Course Title	MS Course Code	HS Course Code	Completion Date	Grade	Teacher of Record	Grade Earned or "P/N"

*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.

As, parent/guardian I understand that my signature below indicates that I have read the following, I understand that Once added, courses cannot be removed, and courses may not be switched from letter grades to credit, or from credit to letter grades, and I agree to all of the above.

_____ Parent Name _____ Signature _____ Date _____

_____ Student Name _____ Signature _____ Date _____

_____ Entered by High Data Registration Specialist _____ Date _____