Issaquah School District #411

Request for High School Credit Earned Prior to 9th Grade

For eligibility requirements, see 2410P and consult with your counselor. A request can be made to add the credit and grade at any time up to the point of the student’s junior year credit review with his/her counselor.

Please note that once added to the high school transcript, the grade and credit cannot be removed and will permanently be included in the computation of the student’s grade point average. [RCW 28A.230.090(4); WAC 392-415-070]

Name of school where credit was earned: ________________________________

Title of course/ Discipline of course: ________________________________

School Year during which the credit was earned: __________________

Grade and Credit earned: ________________________________

I request that the above stated grade and credit be added to my high school transcript. I understand that this will not be removed once it is added. I understand it is my responsibility to arrange for the originating school or district to provide either a high school transcript or a written certification that the course was of high school level and rigor, that I completed the course, and specifying the grade and credit I earned. A principal or assistant principal will review the documentation to determine eligibility.

Printed name of student __________________ Signature of student __________________

Signature of parent(s)/guardian(s) of student __________________

Signature of parent(s)/guardian(s) of student __________________

This portion is to be completed by staff.

Counselor
Signature: __________________ Date of request for addition: __________________

Principal/Asst. Principal (after reviewing documentation)
Approved ____ Disapproved ____ (reason for disapproval: ______________________)
Signature: __________________ Date: __________________

Registrar (if approved)
Course credit and grade added: ____ (check mark)
Signature: __________________ Date: __________________