

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: _____