Grade Replacement Request Form

Instructions: Please fill out form and submit to the school registrar for processing.

Grade replacement is only to take place after a course has been repeated and a new grade has been issued and listed on the transcript.

Student Name ___________________________       Student ID _______________

Original Course Name ___________________________   Year Taken ______________

Taught By ____________________________________      Quarter Taken ____________

Original Grade ________

Proposed Repeated Course Name _____________________

Counselor Signature: ______________________________   Date:  ______________________

↑ complete the above information prior to enrolling in repeated course - submit to school registrar

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↓ complete the below information after completing repeated course

Repeated Course Name ___________________________   Year Taken ______________

Taught By ____________________________________     Quarter Taken ______________

New Grade ________

Explanation of Grade Change:

____________________________________________________________________________________
____________________________________________________________________________________

Counselor Signature: ______________________________   Date:  _____________________

Principal Signature: ______________________________   Date:  _____________________

● Concurrent enrollment courses are not eligible for grade replacement.
● Repeated course must be a comparable course of the same graduation requirement.
● Credit recovery courses DO NOT qualify for grade replacement.
● At the time of enrolling in the comparable course student must declare intent to enroll in the course for the purpose of improving a course grade.
● A student may choose to enroll in a comparable course through an online provider
● A student may choose to enroll in a comparable course during the school year or the summer.
● Student is responsible for any cost incurred to enroll in a repeated course
● A school may charge up to $50 when a student chooses to repeat a course in the building or through the designated online provider.
● No fee is required to update the students academic record
● Students grade and grade point average will reflect the student’s highest grade and exclude a lower grade.
● Students records may not indicate that the student repeated the course
● See additional important FAQ’s for further clarification