



Grade Replacement Request Form

[R277-717-3](#) Course Grade Forgiveness

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*

↓ *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