



Middle School to High School Credit Form

Class of 2025 & Beyond

8th grade students taking high school courses 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	Credit to be Added	Teacher of Record	Remove Course	Remove Grade and Record as "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.

*See the Class of 2025 form for details about incompletes during Covid.

Some student may earn "Incompletes" for high school level classes taken in middle school. If your student received an "Incomplete" final grade during semester 2 of the 2020-21 school year, the student will have until the end of semester 1 of the 2021-22 school year to complete an Individual Learning plan for that course (as assigned by their middle school teacher) and earn a letter grade. Once your student's "Incomplete" is converted to a letter grade, you may request that the course be added to your student's high school transcript, again using the form referenced above. It will not be added automatically.

(Incompletes from semester 1 cannot be added to the high school transcripts because it is too late for them to be resolved.)

Note: The state law requires all high school courses taken in 2019-20 and beyond should be added automatically to the high school transcripts, and courses taken before that are only added if the student/family request it.

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