

SUPERINTENDENT'S REGULATION 6-4.3

**REQUEST TO OMIT HIGH SCHOOL CREDIT
COURSE GRADE FROM TRANSCRIPT**

POQUOSON MIDDLE SCHOOL

REQUEST TO OMIT HIGH SCHOOL CREDIT COURSE GRADE FROM TRANSCRIPT

Dear Parent/Guardian of _____

Your son/daughter has taken or is currently enrolled in the following high school credit-bearing course(s) at Poquoson Middle School:

_____ Algebra I

_____ Geometry

_____ Spanish I

_____ French I

Virginia regulations afford middle school parent/guardians the option of requesting that grades for any high school credit-bearing course taken in middle school be omitted from the student's transcript. See Policy 6-4.3. The student will not earn a high school credit for the course if such a request is made.

If you wish to request that the credit-bearing course grade be omitted from your child's transcript, please complete the bottom portion of this letter and return it to the Poquoson Middle School guidance office no later than July 1 of this year, prior to entry into the ninth grade.

Request for Credit-Bearing Course Omission

I request that the middle school grade(s) for the high school credit-bearing course(s) listed below be omitted from the transcript of my son/daughter. This means that my child will not earn a high school credit for this/these course(s).

Name of Student _____

Title(s) of Credit Bearing Course(s) _____

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

This form should be returned only if you are requesting grade/credit omission.