



**REQUEST FOR LETTER GRADE AND CREDIT
REMOVAL FROM STUDENT RECORDS
For the Class of 2028 and Beyond**

Date:

1. STUDENT INFORMATION- *(Complete all sections.)*

Name:		DOB:		Current Grade:	
School:		Administrator:			

2. WHAT IS THE COURSE TO BE REMOVED?

The request is to remove the following course(s), and the letter grade(s) earned from my transcript. *(Check all that apply)*

Algebra I A (semester one)
 Spanish I A (semester one)
 French I A (semester one)
 German I A (semester one)
 Algebra I B (semester two)
 Spanish I B (semester two)
 French I B (semester two)
 German I B (semester two)

Human Geography A (semester one)
 Other: _____
 Human Geography B (semester two)

I understand that I will need to repeat the course prior to graduation.

3. COMMITTEE MEMBERS' SIGNATURES - *(Parent and student signature also indicates agreement to remove of the course and letter grade from the current transcript. PC.)*

Student (required)	School Administrator (required)
Parent/Guardian (required)	Other (optional)

4. DISTRICT DESIGNEE REVIEW

I have reviewed and the request has been removed from the transcript.

Signature	Date:
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Return this form to the Teaching and Learning Department
 Email: teachingandlearning@uticak12.org

Department Use Only

- Document signed by principal
- Emailed a copy to teachingandlearning@uticak12.org
- File in CA-60

Note: Approved requests are completed at the start of the following school year.