

Champlin Park High School

— REPEATED COURSE —

REMOVING THE "F" GRADE

Complete this form if: You failed a class and have re-taken and passed the same course or course that meets the same requirement (example - failed Hon Chemistry A, re-took Chemistry A). You may have completed this class in your schedule or in a Credit Recovery course taken at night school, summer school or online.

Return this completed form to your house office and your counselor will verify your request. The course and grade of "F" will be removed from your transcript and your GPA will be updated within approximately two weeks.

DATE of REQUEST: _____

Student Name: _____

Student ID #: _____

Course to be removed as shown on the A-H Connect Course History Screen:

Course Name: _____

Year / Grade / Term-Trimester: _____

Counselor: _____

Course #: _____

Date Course Removed: _____

Removed by: _____

copies to: student, cum file

11/25/15