Dear Parents/Guardians

RE: High School Courses Taken in Middle School

Based on a provision of the Virginia Standards of Accreditation, 8VAC20-131-90, a middle school student who has taken a high school course while in sixth, seventh, or eighth grade (such as Algebra I, Geometry, or a world language) may elect to have the course expunged (grade and credit omitted) from the student’s high school records. Strong consideration should be given for expunging low grades in credit-bearing courses.

When a middle school student receives a grade of “F” in a high school credit-bearing course, that grade and course will automatically be expunged. The student's grade point average and class standing will not include the grade from the expunged course, nor will the student receive a credit toward graduation for this course. This course will remain on the middle school transcript; however, the course will not appear on the high school transcript. **Only credits which appear on the high school transcript will count toward a high school diploma.**

If you wish to expunge the grade for a high school course taken in middle school, the attached form must be completed and provided to the school counseling office. Please note the following:

- If your student is a current sixth or seventh grader, please submit the form to your student’s middle school counselor.
- If your student is a current eighth grader, please submit the form on or before **August 15, 2018** to the school counseling office of the high school they will attend.
- Courses taken in middle school cannot be expunged in high school.
- Parents must write a separate letter in order to expunge the corresponding SOL test.

You may also complete the form and submit via e-mail. An electronic version of the form is available under:


**Please be advised that the decision to expunge a grade is irreversible and must be made prior to enrollment in high school.** If you have questions regarding this provision of the Virginia Standards of Accreditation, 8VAC20-131-90, and how it relates to your child, please call your child’s middle school counselor.
REQUEST TO EXPUNGE GRADE FOR HIGH SCHOOL COURSE TAKEN IN MIDDLE SCHOOL

INCOMPLETE FORMS CANNOT BE PROCESSED

(PRINT)

FULL NAME OF STUDENT

ADDRESS

NAME OF PARENT/GUARDIAN

PARENT/GUARDIAN DAYTIME PHONE NUMBER

I wish to expunge the following high school credit-bearing course taken by my child while in middle school. High school credits courses cannot be expunged in high school.
I understand that my child will receive no high school credit toward graduation for this course.
I understand that this course will, however, remain in my child’s middle school academic history.
I understand that a separate request must be made in order to expunge the corresponding SOL test.
I further understand that this decision is irreversible and must be made prior to enrollment in high school.

<table>
<thead>
<tr>
<th>NAME OF COURSE</th>
<th>GRADE LEVEL / YEAR IN WHICH COURSE WAS TAKEN</th>
<th>WAS THE CLASS REPEATED? WILL THE CLASS BE REPEATED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMPLE: Algebra I</td>
<td>2017-2018 / Grade 7</td>
<td></td>
</tr>
</tbody>
</table>

Printed Name of Parent/Guardian

Signature of Parent/Guardian Date

- Please see School Board Policy 5035 for more information.
- If your student is a current sixth or seventh grader, please submit this completed form to your student’s middle school counselor.
- If your student is a current eighth grader, please submit on or before August 15, 2018 to the school counseling office of the high school they will attend.

Revised May, 2018
School Counseling Services