



# Loudoun County Public Schools

21000 Education Court  
Ashburn, Virginia 20148

## 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.**

NAME OF COURSE	GRADE LEVEL / YEAR IN WHICH COURSE WAS TAKEN	WAS THE CLASS REPEATED? WILL THE CLASS BE REPEATED?
SAMPLE: Algebra I	2017-2018 / Grade 7	
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