Request to Remove Pre 9th Grade Credit

Complete this form to request Middle School course credit be removed from the High School transcript. Per the PPS AD 6.10.110, the request must be completed prior to the end of the first semester of the 9th grade year.

STUDENT/PARENT Instructions:
- Complete the **STUDENT** section of this form
- Return form to the Current High School PRIOR to the end of the first semester of 9th grade

SCHOOL Instructions:
- Verify the student section information is accurate
- Complete the **SCHOOL** section of this form
- Submit this form to the itservicedesk@pps.net
- Wait for notification from SIS Support that the process has been completed
- Run the GPA and the Ranking Report and print the transcript to verify the deletion is accurate
- Notify the student and counselor

STUDENT

Print Name: | Pupil #: | Date:

Current High School: (check one)

❏ Benson ❏ Cleveland ❏ Franklin ❏ Grant ❏ Jefferson ❏ Lincoln

❏ Madison ❏ Roosevelt ❏ Wilson ❏ Other: _____

Where did you earn the Pre 9th Grade Credit that is to be removed? (Example: Beaumont MS)

Which Pre 9th Grade Course is to be removed?

❏ Algebra 1-2 ❏ Geometry ❏ Algebra 3-4 ❏ Spanish 1-2 ❏ Spanish 3-4 ❏ French 1-2

❏ Mandarin 1-2 ❏ Japanese 1-2 ❏ Arabic 1-2 ❏ Other: _____

During what grade was the course taken? ❏ 6th ❏ 7th ❏ 8th ❏ Other: _____

Parent/Guardian Signature: | Date:

SCHOOL

Counselor Name: (print)

Date Form Returned: | Student Information Verified:

School Staff Signature of Approval: | Date:

Name of Submitter: (print) | Phone Ext:

Date submitted to itservicedesk@pps.net :

Once notified the courses have been updated, complete the following actions:

❏ Update GPA Run ❏ Ranking Report Run ❏ Transcript Verified

❏ Student Notified ❏ Counselor Notified ❏ Form filed in CUM Folder

SIS

Date Received: | Updated in Synergy: ❏

Date School Notified: via: ❏ Phone ❏ e-Mail

Other Information: