



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

Date:

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

<b>Name:</b>		<b>DOB:</b>		<b>Current Grade:</b>	
<b>School:</b>		<b>Administrator:</b>			

**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)
- Geometry A (semester one)   
  Human Geography A (semester one)   
  Other: \_\_\_\_\_  
 Geometry B (semester two)   
  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](mailto:teachingandlearning@uticak12.org)

Department Use Only

- Document signed by principal
- Emailed a copy to [teachingandlearning@uticak12.org](mailto:teachingandlearning@uticak12.org)
- File in CA-60

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