



---

### Request to Expunge High School Courses Taken in Middle School

In accordance with Virginia state regulations, Arlington Public Schools [Policy Implementation Procedure I-11.6.30 PIP-1 Graduation, Promotion, and Retention](#) permits parents/guardians of students who take high school credit-bearing courses in middle school to request the course be omitted from the student’s high school transcript. Parents/guardians must make this request no later than the end of the student’s junior year of high school.

Date: \_\_\_\_\_

Student ID \_\_\_\_\_ Grade \_\_\_\_\_ Counselor: \_\_\_\_\_

Student Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

High School: \_\_\_\_\_ Years Attended: \_\_\_\_\_

Middle School: \_\_\_\_\_ Years Attended: \_\_\_\_\_

We are requesting that the following course(s)- both the grade(s) and the credit(s) be omitted from the student’s transcript. We understand that if the student passes the Standards of Learning (SOL) test associated with any of these courses, this verified credit will no longer count toward graduation requirements. We understand that this also means that the course grade(s) will not appear as part of the student's record and will not be calculated in student’s GPA.

We have reviewed the graduation requirements and are aware of the implications of our request to expunge the following course credit(s) from the student's transcript:

Course Title	Letter Grade	Grade Level	Course Title	Letter Grade	Grade Level

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Paren/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Counseling: \_\_\_\_\_ Date: \_\_\_\_\_

cc: student record