



# Request to Expunge High School Courses Taken in Middle School

## Student Information

Student \_\_\_\_\_ ID Number \_\_\_\_\_ Current Grade Level \_\_\_\_\_  
 Last First MI  
 High School Middle School \_\_\_\_\_ Counselor \_\_\_\_\_

In accordance with Virginia state regulations, FCPS Regulation 2408 permits parents of students who take a high school credit-bearing course in middle school to request that the grade be omitted from the student's high school transcript and the student not earn high school credit for the course. Guidelines and the procedures for expunging grades for high school courses taken in middle school can be found on the reverse of this document. ***Parents must make this request no later than the end of the first nine weeks of the school year following completion of the course.***

## Waiver Information

Please check the course(s) to be expunged:

- Algebra 1                                       Algebra 2 Honors  
 Algebra 1 Honors                               World Languages (specify) \_\_\_\_\_  
 Geometry Honors                               ESOL Course (specify) \_\_\_\_\_

## Schedule Adjustments for Current School Year (if applicable)

Course(s) to be dropped \_\_\_\_\_  
 Course(s) to be added \_\_\_\_\_  
 Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
 School Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

## School Approval

- Approve     Not Approved (received after deadline)

Principal or Director of Student Services \_\_\_\_\_ Date \_\_\_\_\_  
 Comments:

## Transcript Update

Date Updated in SASI \_\_\_\_\_  
 Student Information Assistant Signature \_\_\_\_\_ Date \_\_\_\_\_

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

In 7<sup>th</sup> or 8<sup>th</sup> grade, parents may request that a student's high school mathematics, world language, or ESOL course (5720-5730) be expunged after the completion of the school year. The "Request to Expunge High School Courses taken in Middle School" form must be submitted to the student's middle school (7<sup>th</sup> grade) or high school (8<sup>th</sup> grade) counselor before the beginning of the second quarter of the next school year. Once the school receives the written request form to expunge the grade, the middle school director of student services (7<sup>th</sup> grade student) or high school director of student services (8<sup>th</sup> grade student) will complete the process to completely remove the course from the student's transcript.

- Once expunged, a course cannot be reinstated.
- Once a course and grade are removed there will be no evidence on the transcript that the course was ever taken and no reason why the grade was expunged.
- When a course with an associated SOL is expunged from the academic record, any verified credit earned will not be applied towards high school graduation requirements unless the student retakes the expunged course and earns a passing grade.
- When parents request a student's grade be expunged, the credit is also expunged. This will affect the number of credits (and verified credits) required for graduation. For example, if a student in 7<sup>th</sup> grade expunges an Algebra 1 Honors course and in 8<sup>th</sup> grade expunges a Geometry Honors course, the student will no longer be eligible for an Advanced Studies Diploma unless one of the courses is repeated.

### Mathematics Course Sequencing

If a high school math course is expunged in the 7<sup>th</sup> grade, the result will be one of the following:

- If the expunged grade was a passing grade, the student may elect to move forward to the next course in the mathematics sequence in 8<sup>th</sup> grade **or**,
- The student will retake the course in summer school (if it is offered) **or**,
- The students will retake the course in 8<sup>th</sup> grade.

If a high school math course is expunged in the 8<sup>th</sup> grade, the result will be one of the following:

- If the expunged grade was a passing grade, the student may elect to move forward to the next course in the mathematics sequence in 9<sup>th</sup> grade **or**,
- The student will retake the course in summer school (if it is offered) **or**,
- The student will retake the course in 9<sup>th</sup> grade.

### World Language Course Sequencing

If a high school world languages course is expunged in the 7<sup>th</sup> grade, the result will be one of the following:

- The student will take Level 2 in 8<sup>th</sup> grade (if available), upon successful completion of the Level 1 course **or**,
- The immersion student will take Immersion 2 in 8<sup>th</sup> grade upon successful completion of Immersion 1 **or**,
- The student will retake Level 1 in 8<sup>th</sup> grade **or**,
- The immersion student will retake Immersion 1 in 8<sup>th</sup> grade or return to his or her base school to take Level 1. If pupil placed in 8<sup>th</sup> grade, parents may request that a student's high school credit world language course grade be expunged after the completion of the school year.

If a high school world languages course is expunged in the 8<sup>th</sup> grade, the result will be one of the following:

- The student will retake Level 1 in 9<sup>th</sup> grade **or**,
- The immersion student will take Level 2 in 9<sup>th</sup> **or**,
- The student will take Level 2 in 9<sup>th</sup> grade, upon successful completion of the Level 1 course **or**,
- The immersion student will take Level 3 in 9<sup>th</sup> grade, upon successful completion of Immersion 2 course.