

# Request to Expunge High School Courses Taken in Middle School

In accordance with Virginia state regulations, PWCS Regulation 661-2, Section VII, 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. The guidelines and procedures for expunging grades for high school courses taken in middle school are available by contacting your child's school. If your student wishes to expunge a grade for a course completed during seventh grade - submit the form no later than the Monday after the completion of summer school following the student's eighth grade year. If your student wishes to expunge a grade for a course completed during eighth grade - submit the form no later than the Monday after the completion of summer school following the student's ninth grade year. Requests may not be submitted prior to completion of the course. The information below must be completed, printed, and submitted to the appropriate principal. Once received, school staff will omit the grade for the designated course from the student's transcript.

|  |                            |                          |                                 |
|--|----------------------------|--------------------------|---------------------------------|
| <b>First Name</b>  | <b>Middle Name</b>         | <b>Last Name</b>         | <b>Gender</b><br>Female<br>Male |
| <b>Home Address</b>  | <b>Address (Line 2)</b>    |                          |                                 |
| <b>City</b>  | <b>Zip Code</b>            |                          |                                 |
| <b>6-digit PWCS Student Identification Number</b>          | <b>Current Grade Level</b> | <b>Current Counselor</b> |                                 |
| <b>High School Student Plans to Attend or is Attending</b> |                            |                          |                                 |

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|  |                                       |                               |
|--|---------------------------------------|-------------------------------|
| <b>Course(s) Taken in PWCS</b>                 |                                       |                               |
| <b>Middle School at Which Course was Taken</b> | <b>Course You Would Like Expunged</b> | <b>Grade Earned in Course</b> |
| <b>Reason for Request</b>                      |                                       |                               |

|  |                                       |                               |
|--|---------------------------------------|-------------------------------|
| <b>Middle School at Which Course was Taken</b> | <b>Course You Would Like Expunged</b> | <b>Grade Earned in Course</b> |
| <b>Reason for Request</b>                      |                                       |                               |

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|---|---------------------------------------|-------------------------------|
| <b>Course Taken Outside of PWCS</b>     |                                       |                               |
| <b>School at Which Course was Taken</b> | <b>Course You Would Like Expunged</b> | <b>Grade Earned in Course</b> |
| <b>Reason for Request</b>               |                                       |                               |

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**Parent's/Guardian's Signature**

**Date**

\* If completed after student's eighth-grade school year, submit this form to student's high school principal.

\* If completed after student's sixth- or seventh-grade school year, submit this form to student's middle school principal.