



May 2017

Dear Prince William County Family:

Prince William County Public Schools (PWCS) encourages students to challenge themselves by taking rigorous courses that prepare them for life after graduation. One of the ways we do this is through offering a limited number of high school credit-bearing courses to students in middle school. When students struggle in these courses, we want to reduce the negative impact it may have on their high school transcript. To that end, the Regulations Establishing Standards of Accrediting Public Schools in Virginia provides parents with the option to request that grades and credits be omitted from a student's high school transcript for any high school credit-bearing course taken in middle school.

This provision applies to any student taking algebra, geometry, foreign language, or any other approved course for high school credit. If a student has a grade omitted from the transcript in a high school credit-bearing course which is required for graduation, the course *must* be repeated for credit to meet graduation requirements. If a student has a grade omitted from the transcript in a high school credit-bearing foreign language course, the course *may* be repeated to meet the requirements for an advanced diploma. However, foreign language is not a requirement for the standard diploma.

A parent/guardian must complete the "Request to Expunge High School Courses Taken in Middle School" form and submit it to the appropriate middle or high school principal. The form is available on the PWCS web page by selecting the "Student" link on the left side and then "Graduation Requirements" and is also available at your school by contacting your student's counselor. If your student wishes to expunge a grade for a course completed during seventh or eighth grade year, submit the form no later than the first day of the student's 10th grade year. Requests may not be submitted prior to completion of the course.

Summer School Program dates can be found on the Division website. Parents who elect to have a grade removed from the transcript should be aware that the decision to have the grade removed is binding and that no grade or associated credit will be awarded once the request has been granted.

Questions concerning this provision should be directed to your child's school counselor.

Sincerely,

Rita E. Goss

Associate Superintendent for Student Learning and Accountability

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