



Request to Retake High School Course Taken in Middle School

Office of Curriculum and Instructional Programs
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 560-55
June 2008

INSTRUCTIONS: Use this form to request the opportunity for a student in Grades 6–12 to retake an MCPS high school course successfully completed for the first time in middle school. The course title and grade will appear on the high school transcript only in the school year during which the student achieved the higher grade.

REGISTRAR: Distribute copies as given below. Enter information into data system.

Student _____ Student ID # _____
Last First Middle

School Enrolled _____ Date of Request ____/____/____

I hereby request Montgomery County Public Schools to allow this student to retake the following high school courses taken in middle school.

Course Name(s)	Middle School	Semester Grade(s)	School Year Course Completed
1.			
2.			
3.			
4.			
5.			
6.			

I understand that this request may have an effect on requirements for high school graduation and I understand I may not revoke this request. I understand the course(s) and grade(s) will appear only once on the high school transcript and only the higher grade of the two course attempts will appear on the transcript.

Parent/Guardian _____
Printed Signature