

SDNB COURSE RETAKE REQUEST FORM

REPEATING HIGH SCHOOL COURSES: It shall be the policy of the District that any enrolled full-time high school student be afforded the opportunity to retake courses, in accordance with the following:

- Any student has the opportunity to retake the same course. For courses offered on an annual basis no more than three semesters may elapse between the time the course is first taken and subsequently retaken.
- The request to retake must be in writing to the building principal designee. **Approval is required prior to retaking the course.**
- A student who is repeating a course will be will be issued the grade of the most recent course. The student GPA and grade transcript will be altered to reflect the newly attained grade. Only the most recent course and grade will be shown on the transcript.
- A student who wishes to enroll in a course for the purpose of retaking the course must follow the established course scheduling practices of the school.

I, _____ am requesting to retake the following class/classes:

I would like to retake the course/courses during:

Semester 1 Semester 2 Summer School

I have read and understand the above-mentioned details regarding the retake process. **All signatures are required to complete the retake request.**

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Counselor Signature: _____

Date: _____

Date received by Counselor: _____

Date Transcript Updated: _____

Completed by: _____