I-2: Improving a Course Grade Form



INTENT TO ENROLL IN A COURSE FOR THE PURPOSE OF IMPROVING A COURSE GRADE

If the course/title is not exactly the same, prior district approval is required before the student starts the course to ensure it is COMPARABLE.

Student Name:		Student I	D Number:	School:		Date:		
Original Course Title	Letter Grade Originally Received	Semester Being Retaken	Quarter Grade(s) Student is Attempting to Replace	Replacement Course Title	Is the Course the SAME or a COMPARABLE Course?	Appropriate Educational Entity at which Coursework will be Repeated		
		12	1234		Same Comparable			
		12	1234		Same Comparable			
Expected Completion Date of Co	urse(s):			Counselor:				
Site Level Approval Required	Prior to Enr	ollment in the	SAME Course	and First Level Approval for En	rollment in a Co	mparable Course:		
Student Signature:				Date:				
Counselor Signature:				Date:	If the course is the same , no further action is needed until the class is			
District Level Approvals Required Prior to Enrollment in a COMPARABLE Course:								
Send request to the executive di	rector of teach	ning and learning	g.					
Documentation for Enrollment in	a Comparable	e Course Submit	ted to District Cr	edit Committee on this Date:				
District Credit Committee Decisio	on: Appro	oved / Denied (c	ircle one)	Date:				

After Completing a Course for a Replacement Grade:

- I. Submit the application form and a copy of the transcript to the counselor for approval.
 - A. The following is to be completed by the counselor.

Replacement Course Title:

Replacement	Course	Grade:	

Approved / Denied (circle one)		Signature:		
		Print Name:		
		Date:		
Retu	rn to school registrar to replace grade.			
A.	The following is to be completed by the re			
	Replacement Grade Added to Transcript or			
		Signature:		
		Print Name:		

B. Registrar will retain scan of application and transcript and return application to counselor.

C. Please review school credentials to ensure they meet the requirements for grade replacement.

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United State Code, including scouting groups. The following person has been designated to handle inquiries and Investigations/Title IX Coordinator. 440 East 100 South. Salt Lake City. Utah 84111. (801) 578-8388. You may also contact the Office for Civil Rights. Denver, CO. (303) 844-5695.

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