Seattle Public Schools
Credit and Grade Addition to High School Transcript
Application Form for Students in Class of 2015 and Beyond

To add credit and grades for high school courses taken in Seattle Public Schools middle schools to your Washington State Official High School Transcript, complete this form and return it to your high school counselor. Forms are due prior to the end of first semester of your freshman year.

A separate form must be completed for each course you would like to add to your Washington State Official High School Transcript.

Student Name: _____ Student ID: _____

Current High School: _____

Course Title: _____ Semester & School Year Course Taken:_____

Credit Requested (circle one): .5 credit ☐ 1.0 credit ☐

Middle School at which course was taken: _____

Teacher of the above course: _____

Course Completion Date: _____ Grade Earned: _____
Month Year

My signature below indicates I have read and understand:

- ☐ Students who continue to enroll in upper-level course work during high school are more prepared for college and careers than those who do not. Students are encouraged to remain enrolled in upper-level courses even if credits earned for courses taken during middle school are applied towards graduation requirements.
- ☐ Courses and grades will be reflected on and factored into the student's Official Washington State High School Grade Point Average (GPA). This GPA will be reported to colleges and other outside sources requesting an Official GPA.
- ☐ Once a course is added to a Washington State Official High School Transcript, it may not be removed.

Parent Name Printed	Signature	Date
Student Name Printed	Signature	Date
Counselor Name Printed	Signature	Date
High School Principal Name Printed	Signature	Date

Entered by Data Registration Assistant (signature):

Date:

This form is to be filed in the student's cumulative folder.

Last Updated: 6/24/2011