

REMOVAL OF ITEMS FROM STUDENT TRANSCRIPTS REGULATIONS

Generally

There are certain items that a parent can request to have removed from the student transcripts. A parent may request that college performance-related standardized tests such as the SAT and ACT. Parents may also request that high-school bearing courses taken for credit in the eighth grade be removed from the student's transcript, however, the student will not earn high school credit for the course taken.

Procedure:

1. For the removal of the college performance-related test score to be removed, the parent will need to submit in writing the request stating which test score should be removed. The deadline for the request will be six weeks from the test administration date.
2. For the removal of high school credit-bearing courses taken in the eighth grade, the parent will need to submit the writing the request stating the class and grade. The deadline for the request should be made within four weeks of the end of the semester.

Adopted: 4/13/17
