EVERETT PUBLIC SCHOOLS
Learning Management Services
LMS

Date updated: April 22, 2022

Opting Out of High School Credit Taken in Middle School

Purpose: *This document will guide users on the two methods of recording when a family chooses to opt out of high school credit taken in middle school.*

Target Audience: *School office staff responsible for adjusting the high school credit taken in middle school.*

For students who completed a high school eligible credit course in middle school after September 2019, the course grade and credit will automatically roll into the student's transcript.

Courses taken prior to September 2019 must be approved by the family to appear on the transcript, see documentation for Opting In of High School Credit Taken in Middle School.

Directions:

To remove the high school credit or grade, parents must sign off on the **Middle School Course Letters** (*Cognos > Teams Content > eSchool Application Reports > Report Card/Transcript > Middle School Course Letters*) before it can be removed. **Once removed, the change is permanent**.

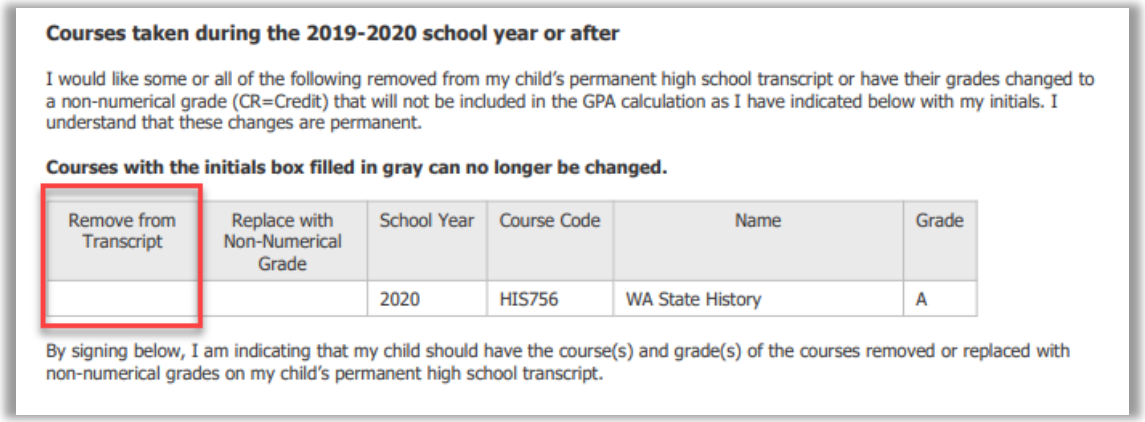
It is recommended that families wait until their 11th grade year to remove credits/grades on the high school bearing courses taken in middle school.

Option #1: Removing the course grade AND credit

Upon completion of option #1, the course will be removed from the transcript completely - no credit, no grade.

Extreme caution needs to be taken on this option to ensure the course they are removing is not currently fulfilling a graduation requirement - choosing this option CANNOT be reversed.

If the guardian initialed the "Remove from Transcript" box, follow steps below.



Courses taken during the 2019-2020 school year or after

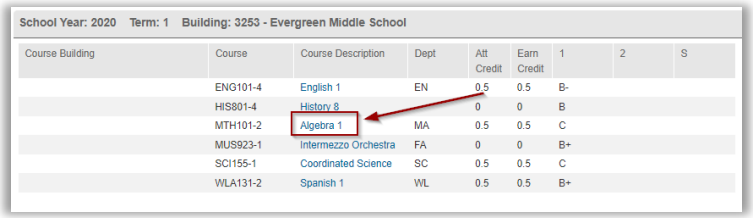
I would like some or all of the following removed from my child's permanent high school transcript or have their grades changed to a non-numerical grade (CR=Credit) that will not be included in the GPA calculation as I have indicated below with my initials. I understand that these changes are permanent.

Courses with the initials box filled in gray can no longer be changed.

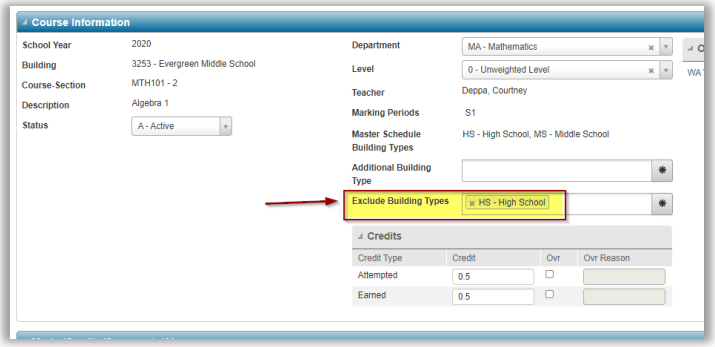
Remove from Transcript	Replace with Non-Numerical Grade	School Year	Course Code	Name	Grade
		2020	HIS756	WA State History	A

By signing below, I am indicating that my child should have the course(s) and grade(s) of the courses removed or replaced with non-numerical grades on my child's permanent high school transcript.

From the student's Transcript Summary, scroll down to find the course that will be adjusted and click on the course title.

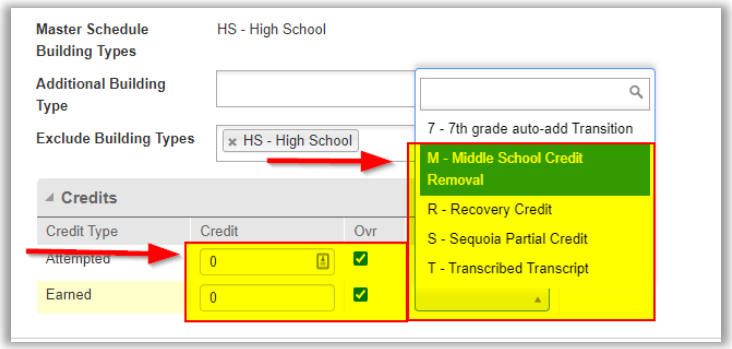


In the **Course Information**, add HS-High School to the **Exclude Building Types** box.

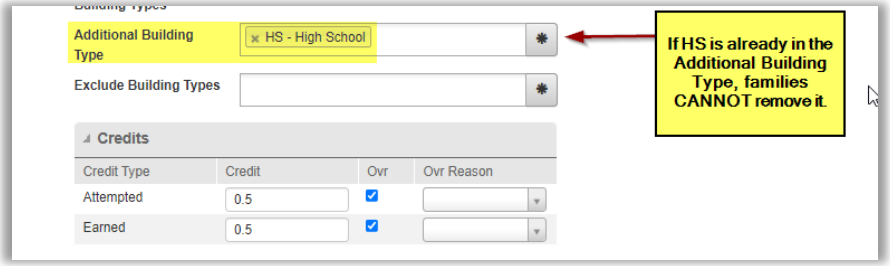


Then, update the **Attempted** and **Earned** credit to 0 (zero) and select M – Middle School Credit Removal for the **Ovr Reason.**

This will allow the course to be visible on the Transcript Summary, but it will be excluded completely from calculations and from the printed transcript.



If you see that the **HS-High School** building type is in the **Additional Building Type** box-**STOP**. Credit has already been accepted and CANNOT be removed.

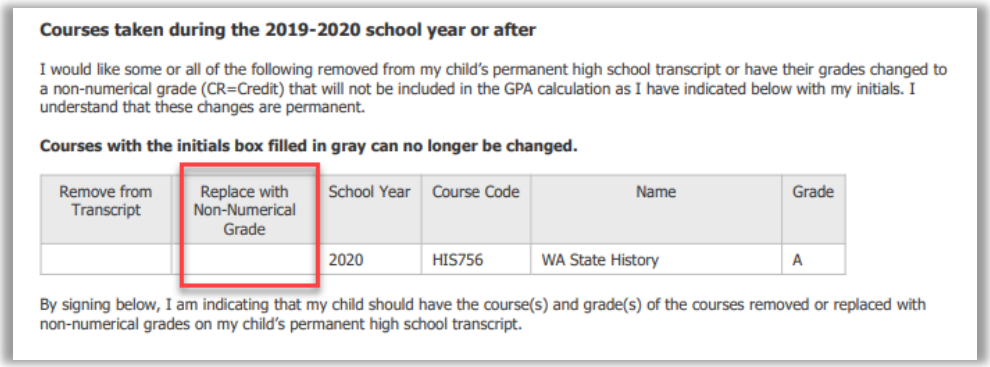


Generate an updated Transcript with a check mark on "Refresh Transcript Data Before Print".

Option #2: Removing the course grade but keeping the credit

This option allows the .50 credit to remain but changes the grade to CR (credit) on the course.

If the guardian initialed the "Replace with Non-Numerical Grade" box, follow steps below.



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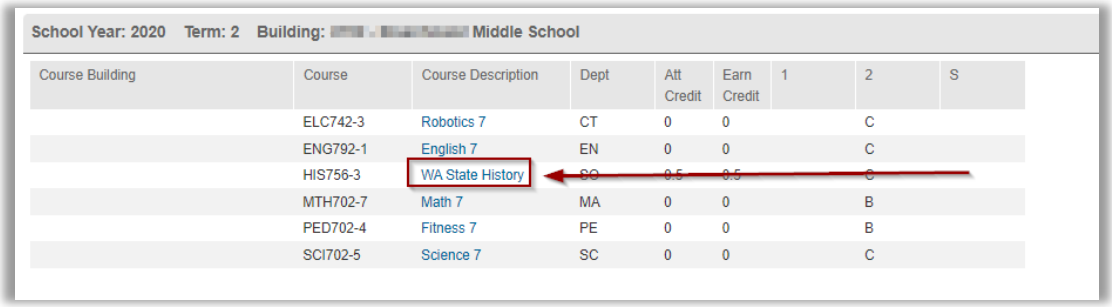
Remove from Transcript	Replace with Non-Numerical Grade	School Year	Course Code	Name	Grade
		2020	HIS756	WA State History	A

By signing below, I am indicating that my child should have the course(s) and grade(s) of the courses removed or replaced with non-numerical grades on my child's permanent high school transcript.

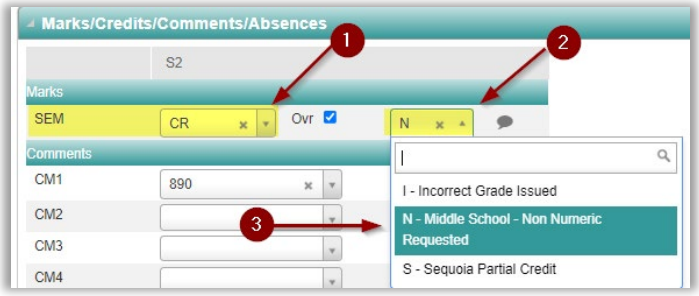
From the student's Transcript Summary, scroll down to find the course that will be adjusted and click on the course title.



School Year: 2020 Term: 2 Building: [redacted] Middle School

Course Building	Course	Course Description	Dept	Att Credit	Earn Credit	1	2	S
	ELC742-3	Robotics 7	CT	0	0		C	
	ENG792-1	English 7	EN	0	0		C	
	HIS756-3	WA State History	SO	0.5	0.5		C	
	MTH702-7	Math 7	MA	0	0		B	
	PED702-4	Fitness 7	PE	0	0		B	
	SCI702-5	Science 7	SC	0	0		C	

1. Change the grade to CR (credit)
2. Add a note documenting why the grade was changed
3. Choose N-Middle School - Non-Numeric Requested
4. SAVE



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