EVERETT PUBLIC SCHOOLS®
Learning Management Services
LMS

Date updated: April 22, 2022

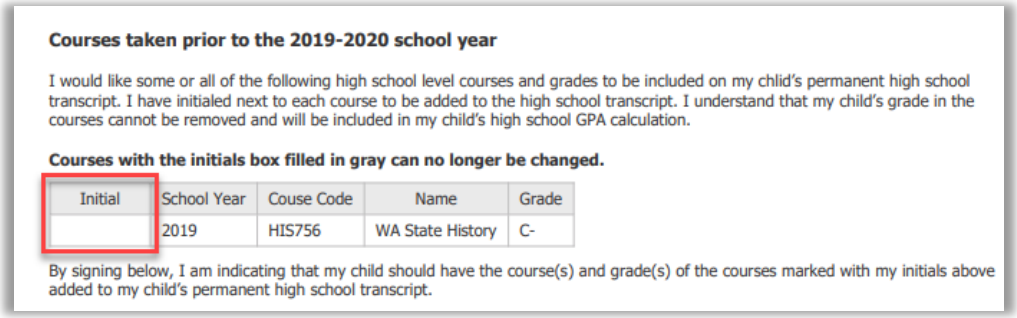
OPTING IN OF HIGH SCHOOL CREDITS TAKEN IN MIDDLE SCHOOL

Purpose: *Use this page when a middle school student took high school eligible courses and wants to receive the high school credits.* ***Courses taken prior to September 2019 must be approved by a parent/guardian to appear on the transcript.***

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

Directions:

1. Generate the **Middle School Course Letters in Cognos** (*Cognos > Teams Content > eSchool Application Reports > Report Card/Transcript > Middle School Course Letters*) and provide to student's parent/guardian for signatures.



Courses taken prior to the 2019-2020 school year

I would like some or all of the following high school level courses and grades to be included on my chlid's permanent high school transcript. I have initialed next to each course to be added to the high school transcript. I understand that my child's grade in the courses cannot be removed and will be included in my child's high school GPA calculation.

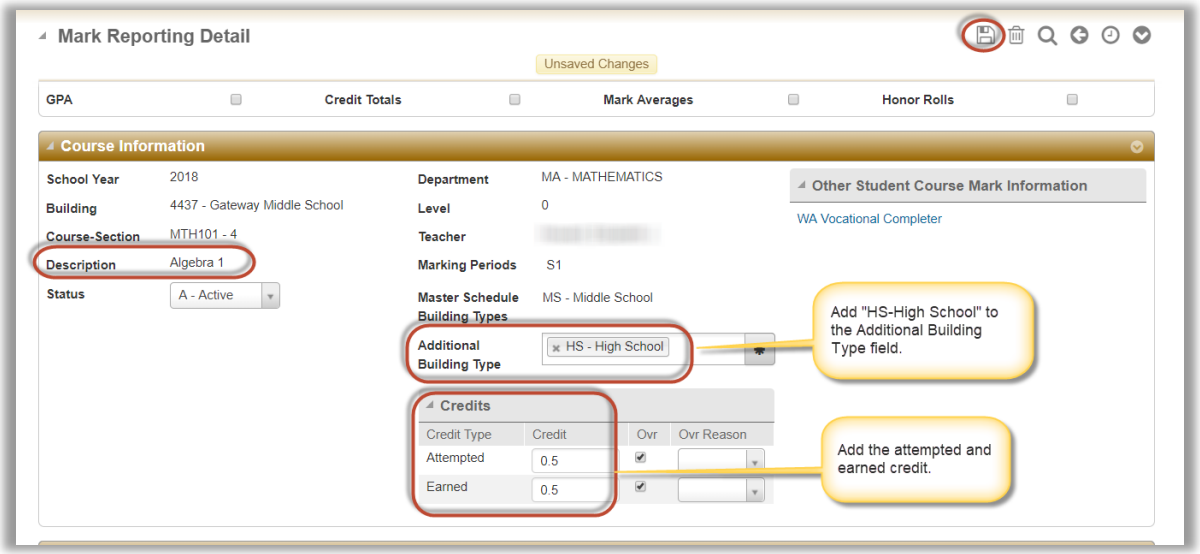
Courses with the initials box filled in gray can no longer be changed.

Initial	School Year	Couse Code	Name	Grade
	2019	HIS756	WA State History	C-

By signing below, I am indicating that my child should have the course(s) and grade(s) of the courses marked with my initials above added to my child's permanent high school transcript.

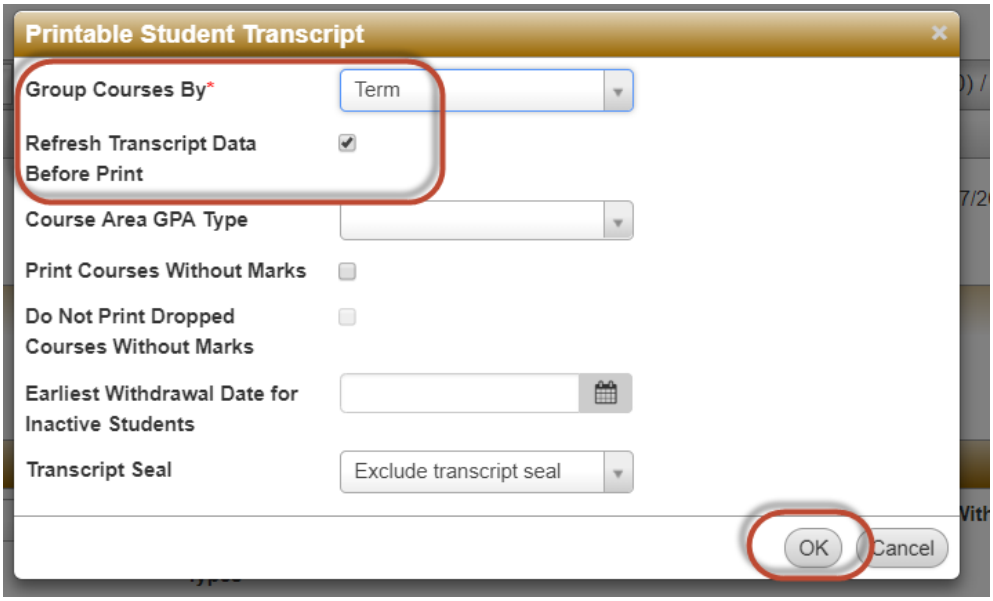
Once added, the change is permanent.

2. Once signed by the guardian, go to **Mark Reporting > Entry & Reports > Student > Transcript Summary.**
3. Find the course that is eligible for high school credit and click on the course description of the class i.e. Algebra.
4. Add "HS-High School" in the Additional Building Type field and add the Attempted and Earned Credits. Click the save icon when done.

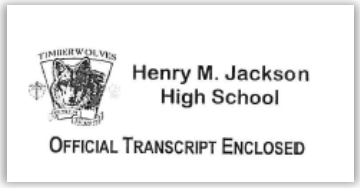


5. Click on the back arrow to go back to Transcript Summary screen, click on the down-arrow and select “Print Student Transcript Summary”.

6. Set your Transcript Prompts as shown on the picture below and click OK.



7. Print the transcript and complete the Authorized Signature, Title and Date fields.

8. Add your school’s mechanical seal (embosser or stamp) on the last page of the transcript.

9. Put the transcript in an envelope, seal it and add a sticker “Official Transcript” with school name and logo.