Spring Lake Park High School Request Form to Repeat a Course For the Purpose of Replacing a Recorded Grade

Student Name	Grade
Course to be Re	etaken
request to retake the above-named course dur	ing of the trimester school year
Previous grades in this course: (T1) (T2) (T3)
Directions to the student:	
do differently this time taking the court. 2. You and your parent/guardian need to	priate department chairperson and have it tain his/her signature. e necessary schedule change. ire course and that I may do so only once. In the second time shall replace the grade I
he first grade.	
Student Signature	 Date
Parent/Guardian Signature	 Date
Department Chairperson Signature	 Date
Dean Signature	 Date

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Students may be eligible to replace a trimester grade that was recorded from a course taken in grade 9-12 if they meet the following criteria:

- A final grade of a C+ or below was earned upon the first time taking the course.
- The entire trimester course must be retaken. A trimester course may only be retaken **once** for the purpose of replacing a previously recorded grade.
- Permission must be granted from the department chairperson to retake the course for the purpose of replacing a recorded grade. In granting permission, the chairperson will consider factors such as, but not limited to:
 - The motivation of the student to learn
 - Space availability in the course
- The grade that the student earns the second time the course is taken will replace the original grade regardless of whether the second grade is higher, lower or the same as the first grade.
- This form must be completed by the student whenever it is desired that a course be retaken in order to replace a previously recorded grade.

Reason you are requesting a grade change:	