



**Andrew G. Houlihan, Ed.D. – Superintendent**  
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## Grade Suppression Request

Repeated course for Credit Grade Suppression is a process that replaces a previously stored failing or non-failing grade with a new stored grade on a student’s transcript. This process, commonly referred to as grade suppression, may improve a student’s academic standing in a course and allow him/her to demonstrate further mastery of the course’s curricular content. This policy applies to courses taken in 2015-16 and thereafter.

Suppression of a grade means the suppressed grade is:

- |                          |                              |
|--------------------------|------------------------------|
| Excluded from the GPA    | Excluded from the transcript |
| Excluded from Class Rank | Excluded from Honor Roll     |

Students who are repeating a course for credit and wish to have the previously earned mark replaced, must make an official declaration of their intent within the first 10 days of the course. Only one course per academic year may be taken for suppression. \*Warning, the new earned final grade will be the grade of record even if the previous score was higher.

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_ Student Grade Level: \_\_\_\_\_

Name and Level of Initial Course \_\_\_\_\_

Name and Level of Second Course \_\_\_\_\_

\_\_\_\_\_  
 Student Name Printed                      Student Signature                      Date

\_\_\_\_\_  
 Parent Name Printed                      Parent Signature                      Date

Academic Term of initial course \_\_\_\_\_ Final Grade \_\_\_\_\_

Academics Term of second course \_\_\_\_\_ Final Grade \_\_\_\_\_

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**For School Use Only**

Result:    Suppressed Final Grade \_\_\_\_\_    Standing Final Grade \_\_\_\_\_

Counselor Signature: \_\_\_\_\_    Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_    Date: \_\_\_\_\_

Data Manager updated student’s historical grades in PowerSchool.

Data Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Growing Possibilities...

Updated 11/2018