



Purpose: Students / Parents are to use this form to request that the school post a numeric average (versus “Pass” PC-19) on their transcript for high school courses taken in middle school. The eligible courses include Math 1, Math 2, and Spanish 1. Please remember the numerical grade will not be calculated into the high school Grade Point Average (GPA) per State Board Policy.

Instructions: Complete this form to indicate which course(s) the student / parent chooses to post as a numeric average, instead of PC-19. You should rename the form: Student’s Last Name_Student’s First Name. Once complete, submit this form [here](http://bit.ly/ARMSHScourse) (bit.ly/ARMSHScourse). Please keep in mind that if no request is submitted, the default grade is a “Pass” (PC-19).

STUDENT INFORMATION

Student Name: _____
Grade Level: _____ Student ID Number: _____

COURSE INFORMATION

In the space below, please record the final average of the course(s) where you are requesting to post a numeric grade. For Math 1, Math 2, and Spanish 1 that was taken both semesters, calculate the final grade by averaging your Q1, Q2, and Q3 grades. If you only took Spanish during second semester, you will list your Q3 grade.

Course Name	It’s my understanding that my final average is:
Math 1	
Math 2	
Spanish 1	

Please reach out to your teacher if you have any questions about your grade. By digitally signing below, you agree that once this decision is made, the decision is final and will not be changed at a later date.

Student Signature:		Date:	
Parent Signature:		Date:	