

<b>Category:</b>  <b>6000      Instruction</b>	<b>Policy Number:</b>  <b>6116</b>
<b>Policy Title:</b>  <b>Repeating High School Course</b>	<b>Effective Date:</b>  <b>June 21, 2017</b>
<p><b>Students may repeat any high school course. If requested in writing, the lower grade may be removed from the transcript, in which case only the higher grade will be used to calculate GPA and ranking for the transcript. Any high school course removed from the transcript as a result of retaking a class will be calculated into the GPA for Valedictorian and Salutatorian.</b></p>	
<p><b>Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221</b></p>	

<b>Category:</b> <b>6000 INSTRUCTION</b>	<b>Procedure or Form Number:</b> <b>6116p</b>
<b>Policy Title:</b> <b>Repeating a High School Course</b>	<b>Effective Date:</b> <b>June 21, 2017</b>

Students who wish to repeat a high school course must do the following:

1. Obtain a request form from the counseling office. Request forms will contain the following information:
  - Student's name
  - Student's year in school
  - Date
  - Name of course to be repeated
  - Letter grade received when course was first taken
  - Date when course was first taken (trimester/year)
  - Whether or not the student would like the lower grade removed from the transcript (Yes or No)
  - Student signature
  - Parent/Guardian signature
  - Counselor signature
  - Administrator signature
  - Copy of Policy 6116, "Repeating a High School Course"
2. Request forms are to be filled out completely and returned to the counseling office. One copy of the request form will be given to the student, one copy will be placed in the student's file, and one copy will be retained in the counselor's office.
3. It will be the responsibility of the student/parent to request that a course be repeated in a timely fashion since not all courses are offered every trimester.
4. Any student desiring to repeat a course must have the course repeated and completed no later than the end of the second trimester of the student's senior year.
5. The high school counselors will annually review the candidates for **Valedictorian** and **Salutatorian** of each class and review their status for receiving such honors in relationship to Policy 6116.
6. Policy 6116 and this procedure will be printed annually in the **Snake River High School Registration Guide**.

Policy: 6116, "Repeating a High School Course"

<b>Category:</b> 6000 INSTRUCTION	<b>Procedure or Form Number:</b> 6116f
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<b>Policy Title:</b> Form for Repeating a High School Course	<b>Effective Date:</b> June 21, 2017
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Please complete the following information:

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Year in School (Please circle)                      Fr        So        Jr

Name of course to be repeated: \_\_\_\_\_

When was this course first taken? (Please circle)    1<sup>st</sup> Trimester    2<sup>nd</sup> Trimester    3<sup>rd</sup> Trimester

(Please circle)              Freshman Year              Sophomore Year              Junior Year

Would you like the lower grade removed from your transcript? (Please circle)    YES              NO

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The following information is to be completed by the high school counselor:

Current letter grade of the course that is to be repeated: (Please circle)              A        B        C        D        F

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Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Counselor Signature \_\_\_\_\_

Administrator Signature \_\_\_\_\_