**HHS Retake/Replace Request**

Students who achieve a grade of “C+” or lower may repeat a course and can receive credit for the course only once. The repetition of the course must take place at Holt High School in the same structure as the original course and as part of the student’s regular schedule. **The transcript will reflect historically the grade that was awarded each time the class was taken at Holt High School. A student’s GPA will reflect only the higher grade.** An exception will exist in the case of an elective course in which performance and skill practice are the goals. In this case, a student may choose to repeat the course more than once and all grades must appear on the transcript. With regard to class size, preference will be given to students who have not yet taken the course.

Credits and a letter grade earned through dual enrollment, summer school, e-learning, (i.e. credits earned internal and external to Holt High School) for the purpose of repeating a Holt High School course in which the student received a grade of “C+” or lower, will have the most recent letter grade designation entered on the transcript but it will not replace the previous course grade. When a course is repeated externally for the purpose of repeating a Holt High School course in which the student received a “C+” or lower, the grade and GPA originally awarded by Holt High School will remain on the transcript.

For the purpose of calculating the Top Ten, all grades for all courses taken will be averaged to identify the Top Ten students for the senior class.

**Students must submit a course retake/replace request to the counseling office indicating their intention to replace the course grade in order for this to take effect on their transcript.**  The form should be turned in at the completion of the course. These forms can be found in the office at either campus.

Retake/Replace Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initial Grade: \_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_Retake Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**-----------------------------------------Office Use--------------------------------------------**

\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved \_\_\_\_\_\_\_\_\_\_\_\_\_ Denied (See back)

Counselor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_