

MONTGOMERY COUNTY PUBLIC SCHOOLS

Notice of High School Course Mark Exclusion

Office Of Curriculum And Instructional Programs
 MONTGOMERY COUNTY PUBLIC SCHOOLS
 Rockville, Maryland

INSTRUCTIONS

As set forth in [MCPS Regulation IKA-RA, Grading and Reporting](#), a student may retake a high school credit-bearing course or a portion of a course (however, retaking a portion of a course is only permitted under conditions set forth in MCPS Regulation IKA-RA). Documentation is required to replace a grade for a course a student retook in its entirety, or for the failed portion(s) of a course a student took through credit recovery. The highest of the grades earned shall be entered on the student's transcript and shall be used for the purpose of computing weighted and unweighted grade point.

The documentation to update a grade for a portion of a course completed through credit recovery must be reviewed and a determination issued by the principal **within 45 school days** of the end of the semester in which a student completed a credit recovery course.

The school counselor completes the documentation for courses retaken in their entirety.

SECTION I: STUDENT INFORMATION

Student Name _____

Student ID Number _____ Grade _____

SECTION II: COURSE FOR WHICH PREVIOUS MARK SHOULD BE EXCLUDED

Course Name	Course Number	Excluded Code See Below	Mark to be Excluded	Higher Mark	Year Higher Mark Earned	Semester
1.						
2.						
3.						
4.						
5.						

Exclusion Code:

- 1. retaken the same course in its entirety
- 2. retaken portions of the course through credit recovery (principal's signature required in Section IV).

SECTION III: COUNSELOR

I verify that the above student has retaken the course or successfully completed the appropriate credit recovery course, and that the student's transcript and GPA/WGPA will reflect only the higher mark earned for the course.

Counselor (Please Print Name) _____

Counselor Signature _____ Date ____/____/____

SECTION IV: PRINCIPAL (required for credit recovery only)

Recommend grade replacement? Yes No [Note: Credit recovery may only be used to raise a previous failing grade to a passing grade of D.]
If not recommended, please explain:

Principal (Please Print Name) _____

Principal Signature _____ Date ____/____/____

SECTION V: COMPLETION

Date Course Excluded: ____/____/____

By: Printed Name _____ Title/Position: _____

Signature: _____

Copies to: Teacher*; School Counseling Office for filing in Grade Modification Folder according to established procedures.

*For credit recovery courses: the former teacher, if different from the teacher with whom the student enrolled for credit recovery, must be notified when a student's grade is replaced through credit recovery.