



High School Transcript Change Request Form

Office of Teaching and Learning
Mat-Su Borough School District
501 N. Gulkana St.
Palmer, AK 99645
P: (907) 746-9212 F: (907) 746-9292

Special Instructions: Students currently enrolled in the Mat-Su Borough School District wishing to exclude any non-credit bearing grade posted from their high school transcript (grades 9-12 only) may do so with parent/guardian, counselor/advisor, school administrator, and Office of Instruction staff approval. Signatures for approvals granted by phone call may be documented with time, date, and name of person spoken with. The original form is to be filed in the student’s permanent file after approval, one copy is to be filed with the counselor, and one copy is for the student. The counselor/advisor will communicate approved requests with necessary instructional staff.

Student Name:

Student ID:

Counselor:

Phone:

Grade Level:

Graduation Year:

High School:

Please exclude the following course(s) with the grade posted as non credit bearing. Grades excluded will not reflect on a student’s transcript.

Explanation:

I have discussed potential unintended consequences of making the requested change(s) with a school counselor or advisor to include possible impact on grade point average, class rank, college/program acceptance, and athletic eligibility and scholarships. I understand it is the responsibility of the student/parent/guardian to communicate with colleges, athletic eligibility organizations, and scholarship grantors prior to requesting changes to grading or schedule to explore any adverse impact on college admission, eligibility or award decisions.

Student Signature

Date

Parent Signature

Date

School Counselor/Advisor Signature

Date

School Principal Signature

Date

APPROVAL: Scan this form to the MSBSD Office of Instruction.

Approved

Denied

Office of Instruction Staff Signature

Date

Pending