



Toano Middle School

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wjccschools.org/tms

Tracey Jones Principal
Mike Littleton Assistant Principal
Jessica McDonough Assistant Principal

Kendall McLeod Counselor
Brandi White Counselor

May 11, 2021

Dear Parent/Guardian:

Your child has been enrolled in one or more high school credit bearing courses during this school year. These courses include Algebra I, Geometry, and World Languages Level I and Level I part B (Spanish, Latin, French, German). Virginia Standards for Accreditation and the Williamsburg-James City County School Division provide students the right to expunge a high school credit bearing course taken at the middle school level. To expunge means that the course will not be placed on the high school transcript and will not earn a credit or count as a grade at the high school level. If not expunged, this grade will be used for your child's High School Grade Point Average (GPA) and included in your child's transcripts. If expunged, the student will repeat the course (if a math course) or has the option to take the course again (World Language). Regardless of whether a grade is expunged, any grade earned in the course remains on the middle school academic record and the student will be required to take the end of course SOL test if there is one associated with the course.

To expunge this credit, please complete the enclosed form and return it to your child's school counselor prior to June 18, 2021. Any form submitted after this date should be returned to the main office of the WJCC school your child is attending next school year (middle or high school) by August 1, 2021. **All requests to expunge a credit must be submitted no later than August 1 of the year the course was taken.** If you have any questions about your child's grade, please contact his/her teacher. If you have questions related to the expungement process, please contact your child's school counselor.

Sincerely,

A handwritten signature in black ink that reads "Tracey Jones". The signature is written in a cursive, flowing style.

Tracey Jones
Principal
Toano Middle School