



Williamsburg-James City County Public Schools  
Request to Expunge High School Course

For office use only:

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

If received by middle school after the last day of the regular year; date sent to the student's zoned high school: \_\_\_\_\_

*All forms received after the last day of school must be sent to the student's zoned high school within one week*

A middle school student has the option to expunge a high school course (grade and associated credit) taken in middle school from his/her high school transcript. The following provisions are included:

1. This option is applicable only to high school credit bearing courses taken in the middle school.
2. **This option must be exercised prior to August 1 of the year in which the student takes the course. Courses taken for acceleration over the summer will not be expunged.**
3. The course shall not be placed on the high school transcript and the course will not count as a credit and the grade will not be included in the high school G.P.A.
4. The student may retake the course at the high school level.
5. World language students must remain in the course until the end of the school year. Mathematics students may transfer to a lower level math course.
6. Any grade in the course will remain in the middle school record and count towards promotion and awards such as honor roll and gold cards. The grade will also be averaged into the middle school G.P.A.

To expunge a high school course (grade and associated credit), please complete the form below and return it to your student's middle school counseling office **prior to the last day of the regular school year. Forms returned after this date should be returned to the main office of the WJCC school your student is zoned to attend next school year.**

Student Name: \_\_\_\_\_

Select the Grade:      6      7      8

Please expunge the following course from my child's high school record:

Algebra I      Geometry      Algebra II  
World Language (Level \_\_\_\_\_ / Course \_\_\_\_\_)

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

**Note: No expungement forms will be accepted after August 1 for a course taken during the regular middle school year.**