

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 4.608

Transcripts for Students with High School

Courses Taken in Middle School

December 3, 2018

Students in middle school who take Algebra 1 Honors, Geometry Honors, Algebra 2/Trigonometry Honors, Spanish 1, French 1, Intro to Business and Marketing, or Principles of Advanced Manufacturing may receive high school credit for these courses as explained in Administrative Procedure 4.604. If the parent/guardian(s) and student choose to accept high school credit, the credit will be placed on the student's transcript after the successful completion of the course at enrollment at Oak Ridge High School.

If the student and parent/guardian(s) request to have this course removed from the student's transcript in a subsequent year, according to School Board policy 4.608, they must provide documentation that includes the reason for the transcript alteration. Students and parents/guardians may obtain the form for credit removal in the School Counseling Office via the Registrar at Oak Ridge High School.

This change request must be accompanied with signatures from the student, parent/guardian(s), school counselor, and high school administrator. No student transcript alteration may take place without written documentation.