

ADLAI E. STEVENSON HIGH SCHOOL

COURSE RETAKE REQUEST

NAME _____ ID NUMBER _____ GRADE _____

COURSE NAME _____ SEM 1 SEM 2

COURSE # _____

YEAR COURSE WAS ORIGINALLY TAKEN _____

REASON FOR RETAKE:

Failed Course

Grade Improvement

Other (explain)

- If the course was originally failed it may be applied toward an academic or athletic waiver for physical education.
- If the course was originally passed with a grade of A- or higher it may not be retaken.
- The original grade will remain on the transcript. The grade points from the higher grade will be used to determine the grade point average.
- The student should return the completed form to the counselor.
- After processing, the counselor will submit the original form to the registrar and retain a copy for the student file.

FOR OFFICE USE ONLY: Processed on _____ Initials _____

ORIGINAL: Registrar
9/08 sp

ELECTRONIC COPY: Counselor