



# Notice of High School Course Mark Exclusion

Office of Curriculum and Instructional Programs  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

MCPS Form 560-55  
December 2013

**INSTRUCTIONS:** Use this form to inform students in Grades 9–12 who have repeated an MCPS high school course that the lower mark of the two earned has been excluded from the transcript and the calculation of the GPA and WGPA. The course title and mark will appear on the high school transcript only in the school year during which the higher mark was earned.

**REGISTRAR:** Enter information into data system. Distribute copies as given below.

Student \_\_\_\_\_ Student ID # \_\_\_\_\_  
*Last First Middle*

School Enrolled \_\_\_\_\_ Grade \_\_\_\_\_ Date of Action \_\_\_\_/\_\_\_\_/\_\_\_\_

This student has completed and repeated the following course(s). The lower mark earned has been excluded from the student's transcript and will not be used in computing the GA and WGPA.

Course Name(s) and Code Numbers	Mark to be Excluded	Higher Mark	Year Higher Mark Earned
1.			
2.			
3.			
4.			
5.			
6.			

This is verification that the above student has retaken the course and that this student's transcript and GPA/WGPA will reflect only the higher mark earned for the course.

Counselor \_\_\_\_\_  
*Printed Signature*