

**Guidance Office**  
1147 Susan Avenue  
Woodstock, VA 22664  
(540) 459 – 4132

**Shenandoah County Academic “Retake” Policy**

\_\_\_\_\_ has our permission to retake  
(Student)

\_\_\_\_\_ for 1<sup>st</sup>/2<sup>nd</sup> semester (circle one)  
(Course)

Of the \_\_\_\_\_ school year if space is available in the class requested. We understand that the final grade earned in the “retake” will replace the original grade *in all cases*. We also understand that a student must *complete* a “retake” or he/she *will lose* credit for the course. No additional credit will be granted for the successful completion of a “retake”.

**Refer to SCPS Grade Replacement Policy on back for specific requirements.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date

## **\*Grade Replacement Policy**

To encourage students to attempt challenging courses, the opportunity is provided to improve a grade in a course by retaking the course and replacing the original grade with the new grade. Stipulations:

1. A student may retake up to three courses originally completed in a Shenandoah County secondary or middle school. To have a grade replaced, a course must be retaken at a Shenandoah County high school during the regular school term. This policy may not be applied to courses repeated during summer school.
2. A student may retake any course previously attempted if the student is also enrolled in three new courses during the semester the “retake” is scheduled. A student must retake a course before or in conjunction with the next class in the discipline and within two semesters of completing the course the first time, if available.
3. Retaking a course for which a student has received prior credit cannot be counted towards Virginia High School League eligibility requirements.
4. A student and parent/guardian must agree that the final grade earned in the “retake” will replace the original grade in all cases. Therefore, a student must complete a “retake” or be subject to losing credit for the course.
5. No additional credit will be granted for the successful completion of a “retake” if credit was previously earned.