

# Bedford County Public Schools

310 South Bridge Street

Phone (540) 586-1045



Dear Parent/Guardian/Eligible Student:

According to Virginia Administrative Code, you reserve the right to have your child's test record excluded from his/her student transcript. The test record includes at least the highest score earned, if applicable, on college performance-related standardized tests such as SAT and ACT, excluding Standards of Learning (SOL) test scores.

For any high school credit-bearing course taken in middle school, parents may request that grades be excluded from the student's transcript and the student not earn high school credit for the course, if the course is not needed to fulfill graduation requirements. If a high school course taken in middle school is excluded from the transcript, any corresponding SOL score (verified credit) cannot be used to fulfill graduation requirements.

## TRANSCRIPT OPT-OUT FORM

NAME OF SCHOOL REQUESTING TRANSCRIPTS FROM \_\_\_\_\_

I **DO NOT** want the transcript of the student listed below to include the following:

**✓CHECK ALL THAT APPLY:**

☐ SAT test scores

☐ ACT test scores

☐ High school credit course(s) taken in middle school: \_\_\_\_\_

I understand that once this form has been signed by either the parent/guardian or eligible student, it is effective for the 2017-2018 school year. If I want to change my decision, the principal must be notified in writing that the form is no longer in effect and that the scores/grades can again be part of the transcript.

PRINTED LEGAL NAME OF STUDENT \_\_\_\_\_

GRADE LEVEL \_\_\_\_\_

PRINTED LEGAL NAME OF PARENT/GUARDIAN OR ELIGIBLE STUDENT \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN OR ELIGIBLE STUDENT \_\_\_\_\_

DATE \_\_\_\_\_