Grade Forgiveness Request Form (Ohio Credit Flex Option)

Students may retake a course either in the classroom or on the Ignitia online platform to improve their semester grade(s) posted on the student transcript.

Forgiveness classes in the traditional classroom during the school year: Students may take as many courses as will fit into their traditional day schedule and must complete all the coursework required in the course.

Forgiveness classes on Ignitia: Students must complete the courses one at a time. Ignitia online courses utilize a pre-test option that identifies the areas of learning that the student needs to strengthen. Pre-tests must be completed prior to the start of the course. Once the pre-tests are complete, the student will be scheduled into an Ignitia lab during the school day, or with parent permission, can choose to work independently as the Ignitia program is available 24/7 if an Ignitia lab is not available or desired. Students will need to schedule with the Guidance Office to take the tests at the end of each unit if they work independently. The Ignitia Summer option requires a fee of $160.00 per course and an additional registration form for each course. The Summer Option is the only one that requires an additional fee.

For students in grades 9-11, the original grade will remain on the transcript until the student completes the forgiveness course. The better grade will become the final grade for that course. Senior students need to work with the Guidance Office since transcripts for college acceptance may be needed during the 1st semester of the senior year.

Student Name _____ Student Grade: _____ Date: _____

Forgiveness course requested (Subject name) _____

I am requesting to retake this course:

____ In the traditional classroom during the school year
____ Online using the Ignitia online platform in an Ignitia lab
____ Online using the Ignitia online platform, independently
____ Online using the Ignitia online platform – Summer Program (Summer Program requires an additional registration form and fee of $160.00 per course)

I am requesting to repeat: ____ 1st semester _____ 2nd semester _____ both semesters

If requesting the Ignitia program independently during the school year, please complete the following:

_____ I have study hall 9th period
_____ I am an early release student and can stay to complete pre-tests
_____ My study hall is: _____

I understand that by retaking this course the better of the two grades will be placed on my transcript.

If taking the course in the traditional classroom, I will be responsible to complete all of the requirements in the course. If taking the course on the Ignitia platform, I will need to take the pre-tests with the Guidance Office, then complete the course work either in the Ignitia lab or independently. All tests need to be proctored by either an Ignitia lab instructor or by the Guidance Department.

I will complete a separate form for each course that I would like to request under the Forgiveness Program as only one Ignitia course can be taken at a time.

Student's signature: _____

Parent permission to participate in the program: _____