



# FORMAL REQUEST TO REPEAT A COURSE FOR 2024–2025 SCHOOL YEAR

## FOR HIGH SCHOOL ONLY

**PARENTS: By submitting this form to your child’s school, you officially request that your child retake a course previously passed. Please note that in accordance with Texas Education Code §28.02124(g), the grade your child originally received for the course must be retained unless the school district or open-enrollment charter school has adopted a different policy. This is a decision you as a parent have the right to make for the 2024–2025 school year. You must submit this form to your child’s school either in person or via the email address the school provides for this specific purpose. If you send via email, ensure you receive confirmation that this form was received.**

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Student DOB: \_\_\_\_\_

School District Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Date: \_\_\_\_\_

Grade Student Completed in 2023–2024 School Year: \_\_\_\_\_

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Dear Administrator,

This letter serves as a formal request for my child, listed above, to repeat \_\_\_\_\_  
(insert course you are seeking for your child to repeat).

Thank you.

Signed,

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

Parent Name: \_\_\_\_\_

Parent Home Phone Number: \_\_\_\_\_

Parent Cell Phone Number: \_\_\_\_\_

Parent Email: \_\_\_\_\_