



Request for Dual Enrollment Course to be added to Transcript

I am requesting that a dual enrollment course, taken outside of Amherst County High School and/or ACHS outside cohort programs, be added to my student's transcript for high school credit.

Student's Name: _____

Course Name: _____

Semester: _____ **Credits:** _____

Please provide a reason for requesting the course be added to your student's transcript:

I understand that this request must be approved by the administration. I also understand that if the course is approved for the transcript it can not be removed.

Parent/Guardian Name (Print)

Date

Parent/Guardian Name (Signed)

☐ Approved ☐ Not Approved

Administration Signature

Date