



FORMAL REQUEST TO REPEAT A COURSE FOR 2025–2026 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 2025–2026 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 2024–2025 School _____

Year: ---

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: _____