**Receiving School Partial Credit Request Letter**

Date: **Receiving School Partial Credit Request Letter**

TO: Registrar/Counselor: School:

 Address:

**Re: Check Out Grades and Partial Credits Request**

Student Name: D.O.B.:

Dear Registrar/Counselor :

Please be advised that , a foster/probation youth, recently enrolled in
 . Following the student’s enrollment, we sent a records request to on Click here to enter a date. After reviewing the student’s records, it appears that your school did not include check out grades and partial credits on the official transcript provided to our school.

Pursuant to Education Code Sections 48853.5 and 49069.5, sending school districts have a responsibility to award partial or full credit to foster youth for all work satisfactorily completed while in attendance, enter them onto an official transcript, and forward the updated transcript to the student’s new school within 2 business days. In order to ensure that we enroll the student in the appropriate courses, we request that you work with the student’s previous teachers and your school’s registrar to determine the appropriate check out grades and partial credits.

Please compile, complete and forward to our school an updated transcript for the student, which includes all check out grades and partial credits. We look forward to working with you to ensure that the student receives the support he/she needs to succeed in school.

If you have any questions, please contact me at or your district’s AB 490 Education Liaison. Thank you in advance for your assistance.

 Sincerely,

 School Registrar/Counselor