

Appendix C

Request for Acceptance of Out of District Credit

Requests for acceptance of outside credit toward high school graduation may be submitted from a non-district public high school, an accredited private school, a post-secondary institution providing non college credit. Acceptance of such credits is limited to a total of 3 credits for courses offered by district high schools. In addition, classes may also be accepted if the student is not able to take the class in his/her high school because of scheduling conflicts, or because the class is not available in his/her high school.

This form must be submitted and approved prior to the planned learning experience.

Student Name (please print) _____ Date: _____

Student's Graduation Year _____ School: _____

1. I am requesting approval for (please circle) .5 or 1.0 credit of _____

2. Name of credit provider: _____

3. Reason the course cannot be taken at a district high school: _____

4. Please attach a syllabus or other information for the course that includes the following:

- Objectives of the course (skills or concepts to be learned).
- Length of time spent in course and/or how credits are determined.
- Description of how student performance shall be assessed.
- Content outline of the course, major learning activities, and instructional materials used.

Student Signature Date

Parent/Guardian Signature Date

Action – *To be completed by principal/designee:*

- Request for out of district credit approved.** *To complete the process the student must submit a transcript from the accredited school once the course is complete.*
- Further information needed:** _____
- Request for equivalency credit not approved.**
Reason: _____

Decisions of the principal or designee may be appealed to the superintendent or designee within 15 school days of the initial decision.

Principal or Designee Signature

Date