

**Appendix C
Request for Acceptance
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 taking the class.

Name _____ Date _____

School _____

1. Name of the class (include location, amount of time being spent and type of experiences):

2. Objectives of the class (what skills, concepts and/or processes from an interdisciplinary content knowledge area will be learned):

3. Length of time spent in class and how credits are to be determined:

4. Content outline of the program and/or major learning activities, and instructional materials to be used:

5. Description of how student performance shall be assessed:

6. Name and qualifications of the instructional personnel:

7. Reason the class cannot be taken at a district high school:

Required Signatures

Supervising Instructional Personnel Date

Parent/Guardian Date

Student Date

Action

Request for out of district credit approved. To complete the process the student must submit a transcript from the accredited school.

Request for out of district credit not approved. Reason:

Further information needed:

Principal or designee Date