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**2021 -2022**

**Lake Local Schools**

**Credit Flexibility Checklist**

**Student Checklist**

**The student will:**

* Meet with the school counselor for a Credit Flex counseling session
* Receive a Credit Flexibility application folder from the school counselor
* Complete the Core Flex application under the supervision of your parents
* Submit the completed application to your school counselor by April 15 (or October 15 for second semester)
* If necessary, make revisions to your education plan and resubmit to your school counselor within the allotted time (two weeks)

**School Counselor Checklist**

**The School Counselor will:**

* Set up an individual Credit Flex consultation session with each student interested in credit flexibility
* During the Credit Flex consultation session, inform the student of the following;
	+ Does the Credit Flex option align with the student’s other courses?
	+ Does the Credit Flex option prepare the student for college and/or a career?
	+ The student must identify the specific course for which he or she is flexing out.
	+ The student must identify a properly certified Lake Local teacher of record who agrees to work with the student.
	+ The student must declare the type of credit flex option – testing out or educational option.
* Provide the student with a Credit Flexibility application folder
* Receive the completed Credit Flexibility applications when a student submits them
* Attach a current academic transcript (official or unofficial) to the student’s credit flex application
* Organize, set up a time for the Credit Flex Committee to meet and send the Credit Flex applications to the Credit Flex Committee for review