

Appendix B

Request for Equivalency Credit Course of Study

Credit may be granted for school planned learning experiences primarily conducted away from the facilities owned, operated, or supervised by the district. School planned learning experiences such as, but not limited to, travel study, work study, community service, private lessons and educational programs sponsored by governmental agencies may be accepted for credit upon compliance with the following procedures (WAC 392-410-300). *Requests for excusal from physical education are completed using Appendix E.*

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

Student Name (please print) _____ Date: _____

Student's Graduation Year _____ School: _____

Please complete the following:

1. Name of program or planned learning experience:

2. Length of time for which approval is desired:

3. Objectives of the program or planned learning experience:

4. The state learning goals and related essential academic learning requirements that are part of the program or planned learning experience:

5. Description of how credits shall be determined:

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

7. Description of how student performance will be assessed:

8. Qualifications of instructional personnel:

9. Plans for evaluation of program:

10. How and by whom the student will be supervised:

Required Signatures

Supervising Instructional Personnel

Date

Student

Date

Parent/Guardian

Date

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

- Request for equivalency credit approved.** To complete the process at the end of the learning experience, the student must submit an activity log, the assessment or evaluation completed by the supervising instructional personnel, and a self-reflection.
- 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

Equivalency Credit Self-Reflection

Respond thoughtfully to the following questions:

1. What new knowledge or skill have you learned?

2. How has this experience impacted your personal growth?

3. List any problems you encountered and how you handled them.

ACTIVITY LOG

Date	Action	Comments / Recommendations