Credit Recovery Protocol

- General Criteria for Credit Recovery
  - Seniors needing credits to graduate take priority if seats are limited (No minimum grade required).
  - Juniors may take credit recovery when they are failing 2 or more core classes within a semester.
  - Sophomores will need grade level administration approval and follow the junior guidelines.
  - After School Credit Recovery is available for students in grades 9-12 at the discretion of the high school counselor.
  - Cohort year is used to determine grade level classification.

- Counselor fills out the Credit Recovery Lab - Counselor Referral form.

- Counselor will submit the Credit Recovery Lab – Counselor Referral form to the Credit Recovery Designee before any student will be allowed to start coursework. A copy should be kept in the counseling center with the student transcript review documentation.

- Credit recovery designee works with the student and schedules the recovery work.

- The credit recovery designee will submit a form (Credit Recovery Lab Report) to the counselor and PEIMS, and retain a copy for the current school year.

- PEIMS clerk/Transcript Specialist will enter the course on the student’s transcript and maintain a copy for his/her records.

- PEIMS will submit a completed form to the records clerk to be maintained in the student’s cumulative record and to the student’s counselor.

Updated, June 2018