



Duncanville High School

900 West Camp Wisdom Road
Duncanville, Texas 75116
972-708-3700

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 determined 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.