

GUIDELINES FOR GRANTING HIGH SCHOOL CREDIT
FOR COURSEWORK OUTSIDE THE DISTRICT

For students who have successfully completed 6th grade or beyond and wish to take coursework outside the district for high school credit, the following guidelines apply:

1. Prior approval must be obtained in order for outside courses and credits to be accepted. The following documentation must be provided with the request for course approval:
 - a. Accreditation of the Institution
 - b. Syllabus/Outcomes
 - c. Course Description
 - d. Students in grades 7 and 8: to award high school credit, course must be taught by a teacher who is licensed to teach the subject in the high school grades (the teacher's content area license must include the grade or developmental level for high school).

Additional information may be requested before approval is granted. An appeal may be made to the Superintendent/designee if a request is denied.

2. School counselors, instructional staff (e.g., department chairs), and appropriate district coordinator(s)/supervisor(s)/staff (e.g., Gifted and Talented, Director(s) of Instruction, etc.) are available to assist students with identifying rigorous, high quality courses outside the district that align with high school graduation requirements. A common, shared list of approved institutions and courses will be created and maintained by the Director(s) of Instruction/Central Administrative Office and each secondary school's guidance department. See attached flow chart.
3. For courses requested through Part-Time Open Enrollment, Start College Now, and/or Early College Credit programs, approval of course requests shall be granted in accordance with statutory requirements and appropriate district policies.
4. Determination of outside course eligibility for Honors Diploma consideration will be made at the time that final course approval is granted. This determination shall be made based on the comparability of rigor to district honors and Advanced Placement (AP) courses.
5. An official transcript with the course title, credits, grade and school indicated, must document successful completion of outside courses. Credits will not be recorded until the guidance department has received a transcript. Seniors who are graduating must supply the transcript no later than the Friday before graduation. The course title, credit, grade and school shall be noted on the Elmbrook transcript.
6. Grades earned for approved outside courses will be recorded using the A=4, B=3, C=2, D=1, F=0 grading system (grades 7-12) and will count in the student's grade point average (grades 9-12). Approved courses, as noted in the weighted grades policy, taken outside the District shall be eligible for an additional grade weight in accordance with the district's weighted grade policy. Advanced Placement courses taken outside the district must be approved by the College Board to be transcribed as Advanced Placement, and to receive additional grade weight.

Reference:

Wis. Stats. 118.33

Policy 5112.4 – Public School Open Enrollment

Policy 5123 – Promotion/Retention/Acceleration

Policy 5124.2 – Weighted Grades

Policy 5127 – Graduation/Separation

Policy 6112.1 – Full-Time Student

Policy 6182 – Early College Credit Program

Policy 6183 - Start College Now

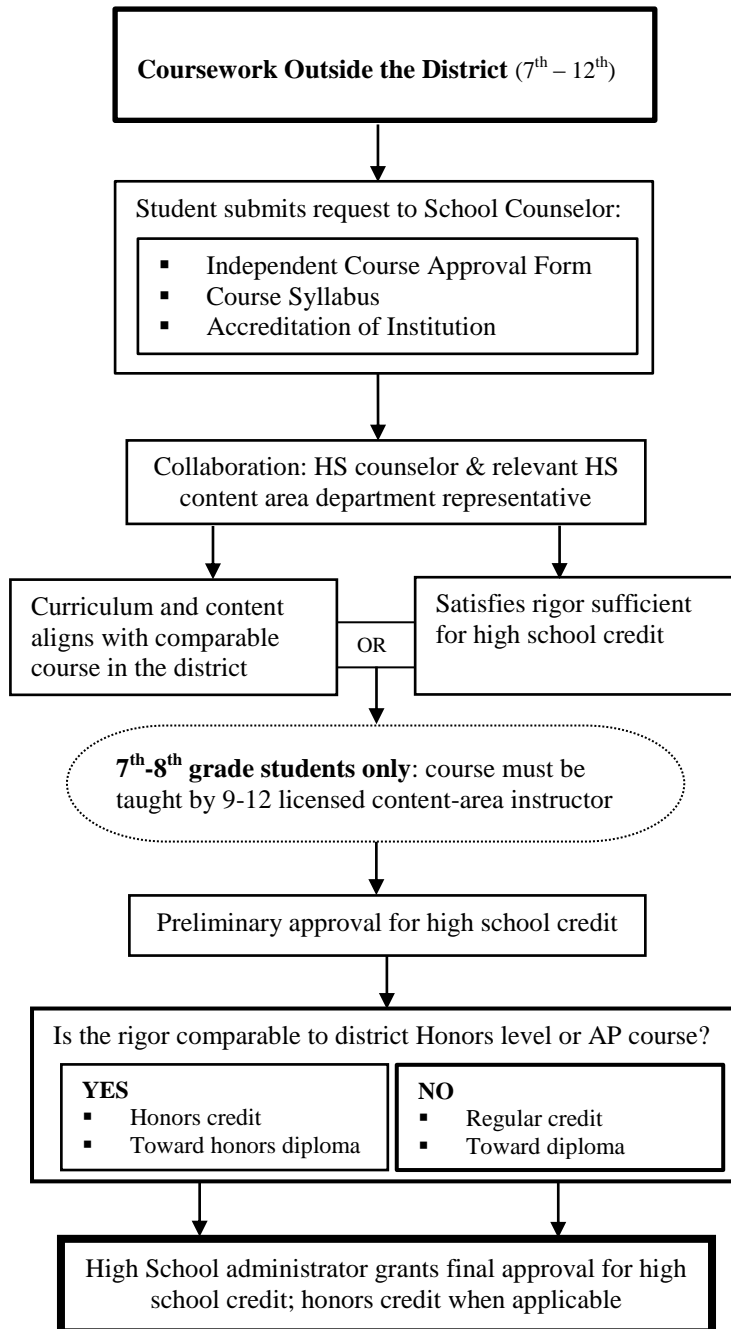
Date Approved: September 26, 2011

Revised: 9/2015, 10/2018

School District of Elmbrook
Brookfield, WI 53005



**Approval Process: High School Credit for Coursework Outside the District
Grades 7-12**



Acronym Key:
* AP = Advanced Placement
* HS = High School



**APPLICATION FOR INDEPENDENT COURSEWORK:
APPROVAL FOR HIGH SCHOOL CREDIT**

Important: I have reviewed the Guidelines for Granting High School Credit for Coursework Outside the District. A syllabus for the course is attached, and I have verified that institution will provide a transcript to me once courses have been completed. I understand that my request cannot be considered without a syllabus.

Name _____ Grade _____

The school student is requesting high school credit at: BCHS BEHS

I am requesting high school credit for the following course(s): _____

Name of Institution _____

Course duration _____ through _____.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Course Review Checklist

Must be completed by team reviewing proposed course

Proposed course outcomes / learning targets are at least 80% consistent with comparable SDE course.
OR SDE does not offer a comparable course.

[*IF course meets this criterion, proceed to preliminary recommendation]

Proposed course outcomes / learning targets are NOT 80% consistent with comparable SDE course.

[Provide proposed plan for supplementing course curriculum and providing instruction to address missing learning targets. Provide name of high school instructor responsible for providing instruction]

Plan: _____

Instructor: _____

Signature of above Instructor: _____

Preliminary recommendation by School Counselor and Content-Area Teacher

Approved for high school credit; ___ credit

(check all that apply)

- regular credit toward 24 required credits
- elective credit beyond 24 required credits
- honors credit toward Elmbrook Honors Diploma

Not Approved for high school credit (reason): _____

High School Counselor signature _____

Date: _____

High School Teacher signature _____

Date: _____

Final approval for high school credit by High School Administrator

Approved for high school credit; ___ credit

(check all that apply)

- regular credit toward 24 required credits
- elective credit beyond 24 required credits
- honors credit toward Elmbrook Honors Diploma

Approved as an Advanced Placement Course by the College Board (*if AP course)

Not Approved for high school credit (reason): _____

High School Administrator signature _____

Date _____