

## Appendix C

### Request for Acceptance of Out of District Credit

Requests for acceptance of outside credit toward high school graduation may be submitted from a non-district public high school, an accredited private school, a post-secondary institution providing non college credit. Acceptance of such credits is limited to a total of 3 credits for courses offered by district high schools. In addition, classes may also be accepted if the student is not able to take the class in his/her high school because of scheduling conflicts, or because the class is not available in his/her high school.

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

Student Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_

Student's Graduation Year \_\_\_\_\_ School: \_\_\_\_\_

1. I am requesting approval for (please circle) .5 or 1.0 credit of \_\_\_\_\_
2. Name of credit provider: \_\_\_\_\_
3. Reason the course cannot be taken at a district high school: \_\_\_\_\_  
\_\_\_\_\_
4. Please attach a syllabus or other information for the course that includes the following:
  - Objectives of the course (skills or concepts to be learned).
  - Length of time spent in course and/or how credits are determined.
  - Description of how student performance shall be assessed.
  - Content outline of the course, major learning activities, and instructional materials used.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

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

**Request for out of district credit approved.** *To complete the process the student must submit a transcript from the accredited school once the course is complete.*

**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