



SMCPS Original Credit Request Procedures

Step 1	<ul style="list-style-type: none"><input type="checkbox"/> Student completes the Online Learning Original Credit Course Request Form. Please see the approved course list from the Maryland Department of Education and talk to your guidance counselor PRIOR to making a request: MVLO list. *(MVLO = Maryland Virtual Learning Opportunity)
Step 2	<ul style="list-style-type: none"><input type="checkbox"/> Initial signatures will be school-based: Student, Parent, School Counselor, and School Principal will sign the form.
Step 3	<ul style="list-style-type: none"><input type="checkbox"/> The school will then forward the form to Ms. Samantha Nelson in the Department of Assessments and Accountability (DAA) to be routed for approval by Heather Wysokinski, Supervisor of Library Media and Accountability.
Step 4	<ul style="list-style-type: none"><input type="checkbox"/> Once DAA has signed off on the request, DAA then sends the form to Ms. Lisa Bachner, Director of Department of Curriculum and Instruction, for the final instructional review.
Step 5	<ul style="list-style-type: none"><input type="checkbox"/> Finally, once all of the approvals have been received, the final form will be returned to the SMCPS Department of Assessments and Accountability. The parents/guardians, students and school counselor will be emailed about the decision and enrollment instructions if approved.

Helpful Information:

Prior to submitting a request to complete a course please make sure you have checked the following:

- Have you made sure that the course does not require a prerequisite?
- Have you made sure you need this course for graduation?
- Have you mapped out your courses for the remainder of your SMCPs career to make sure you cannot take it at your school?
- Have you talked through this decision with your guidance counselor?