



## Mercer Island School District 2414 F1

### Student Request for Off-Campus Credit (Exclusive of Online Courses)

Mercer Island School District maintains high expectations for its academic program. Graduation requirements are established to provide each student with the best possible educational experience and to meet district and state standards. Not all students have the same needs, nor do all students benefit from identical learning experiences. Therefore, MIHS students who attend other accredited institutions (exclusive of online courses) where they take courses that meet the same academic standard as courses offered at MIHS may receive credit if they meet the following criteria:

#### **Off-Campus Credit from Institutions other than MIHS (Exclusive of Online Courses)**

- 1) Meet with assigned MIHS counselor to discuss course options and how the potential requested off-campus course aligns with the student's High School and Beyond Plan.
- 2) Submit a completed request form and receive approval from the MIHS principal in writing prior to enrolling in the course.
- 3) Attach a copy of the course syllabus, including texts, for all courses for which approval is sought.
- 4) Complete the approved course at the requested and approved accredited public or private high school or college.
- 5) Submit an official transcript to the MIHS Registrar.
  - a. Credit cannot be posted to the MIHS transcript without an official transcript from the approved institution.
  - b. As outlined in MISD Administrative Policy 2414, the letter grade earned from a course taken outside of MIHS will not be recorded to the MIHS transcript and will not be calculated into the MIHS GPA.
    - i. "CR" (credit) will be indicated on the transcript unless a student requests in writing to the MIHS Registrar that they would prefer a "P" (pass) to be posted to the transcript instead.

Student Name: _____		Date: _____	
Graduation Year: _____			
Student Email: _____		Student Phone: _____	
Parent/Guardian Name: _____			
Parent/Guardian Email: _____			
Parent/Guardian Phone: _____			
Requested Off-Campus Accredited Provider: _____			
Requested Course: _____		Sem. 1	Sem. 2
		Yr. Long	_____
<b>Reason for Requesting Off-Campus Credit (check one):</b>			
Preferred Learning Style _____		Course Not Offered at MIHS _____	
Credit Retrieval (for previously failed course) _____		Other (must provide details) _____	
<b>-----Office Use Only Below-----</b>			
Date Request Received: _____		By Whom: _____	
MIHS Counselor Acknowledgement: _____		Date: _____	
MIHS Principal: _____			
_____ Approved		_____ Denied Reason for Denial: _____	

**Appeals:** Must be submitted to the MISD Superintendent in writing within 10 calendar days of notification of denial. The Superintendent will arrange a meeting to discuss the issue and provide a written decision within five calendar days following the meeting. The decision of the Superintendent is final.