

ISSAQUAH SCHOOL DISTRICT: REQUEST FOR OUTSIDE COURSE OF STUDY, ONLINE LEARNING, OR ALTERNATIVE LEARNING EXPERIENCE CREDIT – HIGH SCHOOL

(One form per course. Keep original form at school. PLEASE TYPE OR WRITE LEGIBLY – NO PENCIL.)

Student and parent/guardian: Review and fill out requested portions of form as indicated on pages 1-2 and give to school counselor for completion.

For an Alternative Learning Experience (ALE), parent/guardian must also review and complete acknowledgment at page 3. An individualized written plan will also be required for any ALE course, as described in Regulation 2255P.

For learning experiences in P.E. or Music, please use forms 2410F3 and F4 instead.

Issaquah School District graduation requirements are established to provide each student with the best possible educational experiences and to comply with Washington State statutes. As explained in Regulation 2410P, the Issaquah School District may grant up to 4 credits toward high school graduation requirements or required minimum college admissions courses taken outside of the Issaquah School District PROVIDED:

- 1. The request is approved by the Counselor and Administrator in writing prior to the student’s participation in the program. Approval cannot be granted retroactively.
2. The course meets all applicable state standards as required by WAC 180-51-068, WAC 392-410-310 and -340, and WAC 392-121-182, and is from a Washington State accredited institution or is otherwise an ISD approved program.
3. The course complies with all applicable standards and procedures established under Regulation 2410 – High School Graduation Requirements, Regulation 2024 – Online Learning, and Regulation 2255 – Alternative Learning Experience Programs.
4. Per District Regulation 2410P, for purposes of graduation no more than 50% of a subject area requirement, no more than 2 credits in one school year, and no more than 4 credits overall can be from outside courses of study and online learning.

Student and Parent/Guardian to Complete:

Date of Application: School: Graduation Year:

Student Name (Legal): Birthdate:

Address/Zip Code:

Student Email: Student Cell Phone:

Parent/Guardian Name:

Parent/Guardian Email: Parent Primary Phone:

Request for Credit (choose one):

College Program WA State Accredited Private Program WA State Accredited Summer School Program

ISD Online Learning (on campus) Alternative Learning Experience (off campus)

Course:

Name of Provider (if not ISD): School Year:

Term(s) course will be taken in: Fall Spring Year-Long Summer

How many outside credits have you taken, including this request? This school year: Overall: (See above for credit limits.)

Reason for requesting outside credit (check one):

Acceleration Preferred Learning Style Course not offered at school Schedule Conflict Graduation requirement

Credit Retrieval* for letter grade (previous failing grade) Grade Improvement* (passed but received a C- or below)

Credit Retrieval* for Pass/Fail grade (previous failing grade) Other:

*See Student Handbook for rules on grade improvement or credit retrieval.

For Online Courses Only (including ALE, if applicable):

Period you are requesting to take this online class? Options are 1st or 7th at Skyline & Issaquah High; 3rd or 7th at Liberty.

Are you requesting to take this online class on campus or off campus? (This will be reviewed by counselor.) If this request is for credit retrieval for a previously failed course, to be taken as part of the regular school day, choose "on campus".

Will you be working with a tutor? Yes/No If yes, name of tutor:

Student and parent/guardian ACKNOWLEDGE the following:

1. Any required textbooks, materials or lab supplies that are not available at the school are the student's responsibility to acquire.
2. Students are limited to 4 credits toward graduation requirements through a WA State outside accredited program or online learning course, maximum of 2 credits in a school year, and no more than 50% of any subject area requirement.
3. Once approved, students will be enrolled in the course for the term indicated. Course information will be entered on the student's permanent academic record as follows:
 - a. For colleges (i.e. BC, RTC) with articulated agreements with the ISD and approved online courses (through the ISD), students will receive the actual course grade earned (A-F) on their transcript. For all other Outside Providers, P/F (Pass/Fail) will be entered as the course grade on the transcript (Note: The NCAA transcripts "P" grades as a "D" or 1.0 grade point).
 - b. For courses taken more than once to improve a grade, per WAC 392-415-055 and WAC 392-415-070, all grades will remain on the transcript, but the student's GPA may be calculated using only the highest grade. See Student Handbook for more information on grade improvement.
 - c. In the event a student drops a course during the fall or spring term, the grade for the course is entered as follows:
 - i. Courses dropped on or prior to the 10th day of the course do not appear on a student's academic record.
 - ii. Courses dropped between the 11th day and the 20th day (inclusive) of the course appear as a 'W' on the student's academic record.
 - iii. Courses dropped on or after the 21st day of the course appear as an 'F' on the student's academic record.
4. **It is the student's responsibility to verify if a course meets NCAA and college admissions requirements. Not all providers are NCAA approved.**
5. Courses must be completed by term end dates. However, the school counselor may require this course be completed, including final exams, by a specific date in order to meet grade level requirements or graduate on time.
6. **For ONLINE COURSES:**
 - a. Students who are taking their course off-campus as part of the regular school day are required to have weekly communication with their building or district mentor. Details about this communication will be explained at the orientation. **By signing below, I agree to the required weekly communication with my mentor.** Students are expected to follow the weekly communication requirements. Students not following school district policies and participation requirements for online learning risk being dropped and may not be approved to take future online courses.
 - b. Student must attend in person orientation and log in to their course within 5 days of start date or enrollment will be cancelled.
 - c. Unit exams and final assessments will be proctored, meaning they must be taken onsite at designated school district testing sessions.
 - d. Progress and final grades for online courses will be entered into the student system according to the district grading calendar. Students are expected to work consistently in the online course and stay on schedule. This is also referenced in the student-athletic handbook.
 - e. **Refund policy for families that are paying the course fee** (course is taken in addition to full schedule): If a course is dropped prior to the course start date, a fee will not be assessed. Courses dropped on or after the start date may receive a partial refund of the course fee based solely on the refund policy of the third party online provider.
 - f. IEP or 504 accommodations deemed applicable will be shared with the online provider.
 - g. If a student fails an OSPI/ISD online course, or consistently fails to follow online learning participation requirements, he/she will be unable to enroll in future online courses.
 - h. Not logging into a course or not making progress for more than 20 days may result in the student being dropped from the course and being unable to enroll in future online courses

Student Signature: _____	Date: _____
Parent/Guardian Signature: _____	Date: _____

Counselor Completes Information Below

How many outside credits has student taken including this request?: _____ (4 credit limit overall, 2 per school year)

Reason for outside credit: ___ Acceleration ___ Preferred Learning Style ___ Course not offered at school ___ Schedule Conflict
 ___ Grad requirement (*never took class or missing semester*) ___ Credit Retrieval: for ___ letter grade or ___ P/F
 ___ Grade Improvement (*passed with a C- or below*) ___ Other (specify): _____

If Grade Improvement: Number of courses previously taken for grade improvement: _____
 Name of course for this request: _____
 Year originally taken: _____ Sem 1 _____ Sem 2 _____ Letter Grade in course: _____

Other parameters: ___ Core Requirement ___ Elective Requirement **Total Credit (this request):** _____
 ___ 504 ___ IEP (please send Accommodations page) ___ ELL
 ___ School District will pay (specify basis: _____) ___ Family will pay

Required completion date: _____

Counselor Signature: _____ **Date:** _____

Administrator Signature: _____ **Date:** _____

Approved (all signatures required) _____ Not Approved (reason(s): _____)