

HIGH SCHOOL CREDIT BY EXAM TRANSCRIPT FORM

INSTRUCTIONS: Students wishing to take challenge exams outside of their regular high school offerings for high school credit may do so by achieving the appropriate score of 80% proficiency or above. The student must complete registration online by the due date, have paid for the course by the registration deadline, and demonstrated proficiency in the course by scoring 80% proficiency or higher on the selected exam.

- Obtain all school-level and parent **signatures**.
- **Submit this form (through your school counseling office)** from the Teaching & Learning department at the School District Administrative Center. The request must be reviewed and signed by the Executive Director of Teaching & Learning to indicate proficiency approval **BEFORE** the student may have it put on their graduation progress transcript for the credit course.

IMPORTANT:

- It is the responsibility of the student to get the appropriate registration, payment, etc., by the specified deadline.
- Eligibility for Student Activities – Credit by Exam will only be counted towards eligibility when completed and recorded on the student's transcript. The student is advised to see his or her counselor for information and details.
- High School Grades – Course Retakes – Credit by Exam courses are not considered course retakes for purposes of computing GPA and do not replace previously earned grades.
- Scores of 80% or higher will earn high school credit. Exam scores of 80% - 89% will be designated a "B" and scores of 90% - 100% will be designated an "A." Credit will be reported on the student's transcript as "Credit by Exam." If the student receives less than 80% on the exam, no record will be made on the transcript.
- The National Collegiate Athletic Association (NCAA) does not allow courses completed through credit-by-exam for eligibility purposes.
- Credit-by-exam may be used for Alaska Performance Scholarship (APS) eligibility.

Student Name	Student ID #	Phone #
Current High School	Current Class Standing (check one) <input type="checkbox"/> 8 th Graduate <input type="checkbox"/> 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th	

Credit by Exam is Requested for:

Course Title	Course Number
Exam Testing Date: Month: _____ Year: 20_____	

I have read and understand the terms and conditions of taking credit by exam courses, particularly the potential impact on my graduation.

Student Signature: _____ **Date:** _____

Recommendations (*signatures indicate approval recommended*)

Parent/Guardian: _____ Student is 18+
Signature Date

Overall Score: _____ **Final Grade:** _____ **Credit Earned:** _____ **Credit Code:** _____ **APS:** Yes No

Achieved Proficiency

Outside Credit Curriculum Coordinator: _____ Yes No
Signature Date

APPROVAL

Executive Director of Teaching & Learning: _____ Yes No
Signature Date

****To be placed on transcript with parent/guardian approval. The transcript will be entered as: Course name Credit by Exam. The course will receive the final grade and credit code listed on this form, for transcript purposes.**

