



Credit Flexibility

Credit Flexibility is any alternative coursework, assessment or performance that demonstrates proficiency that may qualify for equivalent graduation credit as approved by the school district. Approved credit awarded through this policy will be posted on the student's transcript and counted as required graduation credit in the related subject area or as an elective.

The school district will communicate the aspects of the Credit Flexibility Policy and program on the district website and in the student handbooks at the middle school and high school.

Application: Any student may request credit be awarded through Credit Flexibility. The student and/or parent will submit an application on the district Credit Flexibility Application Form. All required information must be presented. The student will be required to provide supporting documentation as determined by the Credit Flexibility Committee. Application may be made 3 times a year – October 1st, February 1st, and May 1st.

Credit: The student will be eligible to receive credit upon satisfactory completion of the alternative coursework, activity, assessment and/or performance as required by the Credit Flexibility Committee (CFC). The following standards and guidelines apply to credit flexibility proposals:

- The total number of credits that may be awarded is not limited.
- The credit may count toward a specific course requirement for graduation or elective as approved by the Credit Flexibility Committee.
- The student will be awarded a single credit for 120 hours engaged in learning, as approved by the Credit Flexibility Committee in quarter credit increments (30, 60, 120 hours). In any case, fractional credits may be awarded.
- The CFC may award credit or partial credit upon successful completion of an end of course exam or other assessment determined appropriate by the CFC.
- All proposals must be approved by the CFC.
- Quarter credits for P.E. will be 60 hours.



Revere High School

Credit Flexibility Application 2010-2011

The application process includes the following steps:

- 1. Make an appointment to discuss Credit Flexibility options with your guidance counselor.**
- 2. Read and complete the application packet. Packets are available at the high school guidance office or on-line at the high school guidance link on the district webpage (www.revereschools.org).**
- 3. A copy of your transcripts must be attached to the application. Obtain transcripts from the high school guidance office.**
- 4. Present your plan at a mandatory meeting which will include members of the district's Credit Flexibility Committee.**
- 5. Application may be submitted by October 1st, February 1st, and/or May 1st.**

Guidelines for the Student

- **Any student may request credit be awarded through Credit Flexibility.**
- **Students will have the option to choose a letter grade or pass/fail designation for the course during the application process.**
- **Attendance requirements set forth in the Credit Flexibility application must be met.**
- **Graduation requirements and necessary deadlines are the responsibility of the student.**
- **Athletic eligibility is the responsibility of the student and further questions regarding eligibility may be directed to the Athletic Director's office at RHS.**
- **Students should direct questions about the process and application to the guidance counselors.**

Revere LSD Credit Flexibility Request Form

Student Name		Current Grade	
Date of Application		Credit Amount Requested	Anticipated Graduation Yr.
Student Athlete (Y/N)	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Address		Email	Phone
Check Enrollment Date Related to Your Request	<input type="checkbox"/> October 1 st <input type="checkbox"/> February 1 st <input type="checkbox"/> May 1 st		
Name of Course/Course Content			
Course Starting Date		Course Completion Date	
What will you do to earn this credit? (Please check all that apply)			
<input type="checkbox"/>	Coursework	<input type="checkbox"/>	Internship (serving as an intern)
<input type="checkbox"/>	Internet Based Learning	<input type="checkbox"/>	Summer Learning Activities
<input type="checkbox"/>	Field Experience	<input type="checkbox"/>	Independent Studies
<input type="checkbox"/>	Mentorship (working with a mentor)	<input type="checkbox"/>	Common Assessment
<input type="checkbox"/>	Project-based Learning	<input type="checkbox"/>	Other – please describe:
<p>You are required to provide a thorough explanation (you may include attachments). Describe your goals and the course. Explain how this course demonstrates the Academic Content Standards and your plans for graduation. Your plan should include a proposed timeline for completion and MUST have a record of progress on the attached sheets or a portfolio designed by you. Please describe how you will provide evidence of mastery of the course and credit you attempt to earn (journal, log, mid-term/final). Please see the application packet for the record sheets.</p>			
Please list the school, organization or individual(s) supporting your credit flexibility proposal. Please include: Name/Phone/Address/Email/Title			

All grades will be pass/fail, unless you choose to be awarded a letter grade. Letter grades will count in the student G.P.A. and will not be weighted. Your choice of grading options cannot be changed later. (Please CHECK ONE)

I CHOOSE:

 PASS/FAIL GRADE

 LETTER GRADE

I RESPECTFULLY SUBMIT THIS APPLICATION PACKET (student signature): _____ Date: _____

I SUPPORT THE APPLICATION PACKET (parent signature): _____ Date: _____

(BELOW: School Administrator Use ONLY)

<input type="checkbox"/> APPROVED for Credit	<input type="checkbox"/> NOT Approved	<input type="checkbox"/> PENDING
--	---------------------------------------	----------------------------------

PRINCIPAL OR DESIGNEE (CFC) SIGNATURE: _____ Date: _____

Revere High School Office Use Only

Date Application Submitted		Date Received By	
Submission Approval Date		Number of Credits to be Earned	
Application Status	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied (if denied reason listed below)	
Resubmission Date		Final Grade for Course	
Date of Completion			

Signatures

➤ Student : _____ Date: _____

➤ Parent: _____ Date: _____

➤ Counselor: _____ Date: _____

➤ Teacher of Record: _____ Date: _____

➤ High School Principal or Designee: _____ Date: _____

Appeals Result Form

Student Name			
Grade		Date	

As a result of the Credit Flexibility Appeal, the credit has been:

Granted (approved)

Denied (not approved)

Signature of High School Principal or designee from the Credit Flexibility Committee (CFC):

Remarks: