

# ADLAI E. STEVENSON HIGH SCHOOL

## EXTERNAL CREDIT REQUEST

NAME \_\_\_\_\_ ID NUMBER \_\_\_\_\_ GRADE \_\_\_\_\_

is requesting permission to enroll in \_\_\_\_\_ at \_\_\_\_\_

to receive \_\_\_\_\_ credits for the following reason:

- Stevenson students may apply for up to four credits of external study toward the completion of their graduation requirements.
- In order for this request to be considered, documentation including a complete course description, grading and assessment criteria, and contact hours must be provided. A semester course is at least sixty contact hours.
- This form must be completed and prior approval obtained before Stevenson credit will be given.
- No credit will be given until the Adlai E. Stevenson High School registrar receives an official transcript in the mail from the accredited school.

### **Please check the appropriate category of external credit listed below:**

Correspondence School (Maximum of two (2) credits): This is limited to seniors who are enrolled in seven classes at Stevenson during both semesters of the academic year and are in danger of not graduating. Only elective courses may be taken through correspondence.

Summer School Other than Stevenson High School: Elective courses may be taken during summer school as long as they are at an accredited school. Summer courses may be taken during any of your four years of attendance in high school.

Special Circumstances: An unforeseen situation may arise requiring the student to obtain external credit that is not specifically covered in the two categories above.

World Languages: Students may earn a maximum of two credits for completing coursework at an accredited school.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

COUNSELOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Counselor signature indicates that course meets criteria from one of the categories above.**

DIRECTOR OF SUBJECT

AREA SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

ASSISTANT PRINCIPAL OF CURRICULUM & INSTRUCTION SIGNATURE:

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Comments: \_\_\_\_\_

DATE \_\_\_\_\_

**FOR OFFICE USE ONLY: Processed on \_\_\_\_\_ Initials \_\_\_\_\_**

**Original: Registrar**

**Electronic cc: Counselor (Counselor will e-mail student's SHS e-mail)**

**Assistant Principal for Teaching and Learning**