

# External Credit Procedures

updated September 2021

Families may elect for their student to take courses outside of Deerfield High School or Highland Park High School to appear on their high school transcript. This document describes the procedures and processes associated with these decisions. This document does not apply for students who are transferring into District 113 from another school, nor does it apply to district-directed external credit situations.

- A. District 113 students may receive up to 10 credits of external study toward the completion of their (41 credit) graduation requirements, per Board Policy 6-310. (One credit corresponds to one semester course.)
- B. Unless otherwise noted, families are responsible for all fees, tuition, supplies or any expenses related to external credit courses.
- C. The district will determine which courses will count towards the student's grade point average and eligibility for athletic and extracurricular experiences. Only standard (and not honors) credit will be given for external credit courses that match District 113 offerings, and per Board Policy 6- 312, standard ("regular") credit shall be granted for summer school courses.
- D. The relevant department chairs will review external course curriculum and learning goals to best dovetail such learning experiences with existing District 113 learning standards and student expectations. A student may be asked to take a District 113 final exam before credit is granted for the comparable experience.
- E. During the academic year, external or online course options are limited to elective courses only. In other words, courses required for graduation or used to meet graduation requirements are not eligible. Generally, these courses will be taken on the student's own time, and not during a portion of their District 113 schedule.
- F. District 113 only accepts external credit from accredited providers.
- G. External credit courses may be taken during summer school as long as they provide a comparable experience to the district 113 course as determined by the assistant principal responsible for academics. A maximum of two credits (e.g., one full-year course) may be taken in any one content area per summer. Summer courses may be taken during any time during a student's high school career.
- H. Two credits (e.g., one full-year course) of graduation requirement credit may be fulfilled in summer school over the course of a student's high school experience. This does not apply to credit recovery or grade replacement experiences.
- I. The external credit request form must be completed and approval obtained prior to the student enrolling in each course. Credit will not be awarded for courses that were not approved in advance of the experience.
- J. Courses receiving external credit will be indicated as such on the student's transcript and with the grade that was received by District 113.

K. Families are responsible to ensure the student's counselor receives a copy of a transcript for external credit after completion of the course. A District 113 transcript is a legal document. Therefore, once a course is added to a transcript, it cannot be deleted.

### Request for External Credit

Prior to completing this form, please set up a meeting with your counselor to discuss the requirements.

Student Name ID Title of Requested Course

Name of site where class will be taken

Number of credits requested (2 maximum)

Reason for external credit request

Link to external course curriculum and learning goals for review by the Department Chair. If paper documents, please attach to this form

#### SIGNATURES

\_\_\_\_\_ Date \_\_\_\_\_

School Counselor (signature indicates that the student has met with the counselor to discuss requirements)

\_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian

\_\_\_\_\_ Date \_\_\_\_\_

Department Chair

\_\_\_\_\_ Date \_\_\_\_\_

Assistant Principal (please return completed form to the Registrar)

No credit is awarded until an official transcript is received by the D113 registrar.