



Northshore  
School District

## Secondary Education

### STUDENT REQUEST FOR APPROVAL FOR OUTSIDE LEARNING

Approval must be obtained prior to enrollment and/or participation in the outside learning experience by submitting this form. Approval will be granted according to the conditions listed on the reverse side of this form. Approval must be obtained by the last business day of June for learning experiences that take place in July and August.

High school students must attach a copy of the student transcript; middle school students seeking credit for a high school course must attach a copy of their course history.

After approval has been granted and course has been completed, the counseling office must receive an official transcript from the academic institution and a completed Add to Transcript form in order for the course to be added to the Northshore transcript.

Student Name

Student Number

Class of

Current School Year

Course Requested

Course Provider

Semester Requested

1st Semester

2nd Semester

Reason for Taking Course:

Original Credit

Credit Retrival

GPA Replacement

Student Signature

Date

Parent Signature

Date

I support this request

I do not support this request

Counselor Signature

Date

I support this request

I do not support this request

Principal Signature

Date

## Conditions for Approval of Outside Learning Experiences

The Northshore School District will grant credit toward high school graduation for outside learning experiences provided:

1. Online courses are offered by providers on OSPI's [Online Learning Course Catalog](#)
2. The learning experience is provided by an accredited institution
3. The learning experience meets state curriculum learning objectives
4. Students must be fully enrolled in the Northshore School District at the time of completion of the outside learning experience. Students are scheduled in a minimum of six credits as seniors and a minimum of seven credits for all other grades.

### Grades for Outside Learning Experiences

1. Outside Learning may be accessed for credit recovery for a course that a student has completed and failed. The credit and a passing grade will be added if the student completed a credit recovery version of the original course. The credit and letter grade will be posted to the NSD transcript if the entire course has been retaken.
2. Outside Learning may be accessed for grade improvement with the following conditions:
  - a. Grade improvement can only be used for C, D or F grades.
  - b. There is a limit of one (1) credit per year with a maximum of two (2) credits that students can choose to improve through outside learning.
  - c. Courses must be the exact same class in title, content, and credit as the original course. (Combined CHS/AP course may only be retaken at one of our Northshore schools.)
  - d. Courses taken through outside learning for the purpose of grade improvement in excess of two (2) total credits will not be posted to the Northshore School District transcript, but students may opt to send these transcripts with their college applications.
3. The two (2) credit limit does not apply to Outside Learning courses taken for original credit. These courses will be approved as long as the above conditions are met. Courses will be placed on the student's Northshore transcript once an official transcript issued by the approved institution is provided to the counseling office along with a completed Add to Transcript Form. Please be aware of our district policy: *Students completing more than 15% of the total required credits or more than 50% of the required credits in any discipline from outside sources, and who complete all district requirements for graduation, will receive a generic Northshore School District diploma. The only exception to this is students moving into the district during their high school career.*