

Appendix C
Request for Acceptance of Out of District (OOD) Credit

Students may request to use credits from other programs to meet LWSD graduation requirements. These programs can be public schools outside the district, accredited private schools, or programs offering non-college credit at colleges. Students may transfer up to 7 credits total, and 3 of those can be for improving grades in classes previously passed. Courses that are not for grade improvement will be added to the student's transcript with a Pass (P) grade that does not impact grade point average. Outside of district classes may be accepted if the student can't take the same class at their school, because it's not offered, or doesn't fit in the student's schedule. To apply for credit for these out of district courses, students must be enrolled in a full schedule of classes at their current school.

Follow your school's process before starting the planned learning experience. Submit this form, an outline of your four-year course plan, and the course syllabus.

Student Name (please print): _____ Date: _____

Student's Graduation Year: _____ LWSD School: _____

1. I am requesting approval for **.5 or 1.0** credit of (subject): _____

2. Name of Course: _____

3. Name of Credit Provider: _____

4. Reason the course cannot be taken at district high school (check one):

- | | |
|---|---|
| ☐ I wish to improve my grade in a class I passed | ☐ I wish to move ahead in my studies |
| ☐ Course not offered at my school | ☐ I have a scheduling conflict |

5. Term(s) course will be taken in: ☐ Fall ☐ Spring ☐ Summer ☐ Year-Long

How many outside credits have you taken, *including this request*?

_____ Grade Improvement (3 allowed) _____ Overall (7 total allowed)

6. Please attach a syllabus or other information for the course that includes the following:

- Objectives of the course (skills or concepts to be learned).
- Length of time spent in course and/or how credits are determined.
- Description of how student performance shall be assessed.
- Content outline of the course, major learning activities, and instructional materials used.
- Description of how credits shall be determined.
- Qualifications of instructional personnel.

7. Please attach your four-year course plan.

Definitions

- **Grade Improvement:** Student passed a course but takes it again to improve the passing grade.
- **Initial Credit:** Courses taken for the first time.
- **Credit Recovery:** Student did not pass/earn credit the first time they took the course.

Appendix C – Page 2

Important information for students and families

- **Families are responsible for** buying books, materials, or lab supplies needed for the course.
- **Grade Improvement:** If a student takes a course again to improve their grade, all grades will still be listed on the transcript, but only the highest grade will be used in GPA calculations.
- **College & NCAA Eligibility:** Students must check if the course meets NCAA and college entrance requirements.
- **Transcripts:** For the outside course to be reflected on their HS transcript, students must submit an official sealed transcript to the counseling office or submit electronically directly from the institution. The credit and course title will be added to their high school record during the next grading period. Grade improvement will also include letter grade and will be used in GPA calculations.

☐

For any initial out of district credit (OOD) completed:

The student and family recognize they may provide an official transcript from the outside educational institution directly to colleges as part of their application process to include grades earned.

The LWSD transcript will reflect the credit and course title, but grades earned will not be reflected in the student LWSD grade point average.

Student Signature

Date

Parent/Guardian Signature

Date

Action (*To be completed by administrator/designee*)

☐

Request for out of district credit approved. *To complete the process the student must submit a transcript from the accredited school once the course is complete.*

☐

Further information needed: _____

☐

Syllabus

☐

Four-Year Plan

☐

Request for equivalency credit not approved. Reason: _____

Decisions of the principal or designee may be appealed to the superintendent or designee within 15 school days of the initial decision.

Principal or designee

Date

Four-Year Plan

Name:

Graduation Year:

Directions:

1) Edit each year's courses to indicate courses you have taken, are taking or want to take. Check off each box below when all requirements are met.

3) Save the document with Grad Year, Last Name, First Name and keep for class registration requests in subsequent years.

4) Courses listed below are for planning purposes and do not indicate semester or period placement.

5) 7th course available for students who had a 7-period day.

Freshman Year		Sophomore Year	
Semester 1	Semester 2	Semester 1	Semester 2
English	English	English	English
Math	Math	Math	Math
Biology	Biology	Lab Science	Lab Science
Health	Soc. Studies	Soc. Studies	Soc. Studies
Add class	Add class	Add class	Add class
Add class	Add class	Add class	Add class
Add class	Add class	Add class	Add class
Junior Year		Senior Year	
Semester 1	Semester 2	Semester 1	Semester 2
English	English	English	English
Math	Math	Civics	Add class
US History	US History	Add class	Add class
Lab Science	Lab Science	Add class	Add class
Add class	Add class	Add class	Add class
Add class	Add class	Add class	Add class
Add class	Add class	Add class	Add class

Graduation Requirements EACH SEMESTER CLASS = .50 CREDITS

English: 4 credits	Art: 2 credits*
Math: 3 credits	PE: 1.5 credits
Health: .5 credit	World Language: 2 credits**
Social Studies: 3 credits	Occupational/CTE: 1 credit
Science: 3 credits	Elective: 4 credits

* One credit of Art may be substituted with another subject for your Personal Pathway.

** Up to 2 years of World Language may be substituted with another subject for your Personal Pathway.