



Park Hill School District

Request to transcribe Homeschool High School Credits
or Credits from a non accredited educational institution.
One form per course

Student Name:	Date:
Guardian Name:	Grade Entering Park Hill:
High School Attending:	
Address:	Phone:
Name of course:	Type of Credit:

Checklist of Required Documentation. If documentation is not provided prior to the student attending Park Hill the credit will not be transcribed.

- Transcript from curriculum provider that includes course to be transcribed
- Scope and Sequence of course
- Journal, portfolio, and/or evidence showing progress toward course objectives for each course.
- Time log of time spent on course
- Course assessment scores that meet the course objectives

Supplemental Documentation

- Missouri End of Course Exam score, ACT, SAT or other assessment scores if applicable and available.
- NWEA score, if applicable you will need to schedule a time to take the assessment.

Student Signature	Date
Guardian Signature	Date

Send this form with all documentation to the Director of Secondary Education in Academic Services for review. You will be notified within five business days if the request has been approved or denied.

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
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Administrator Signature	Date
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