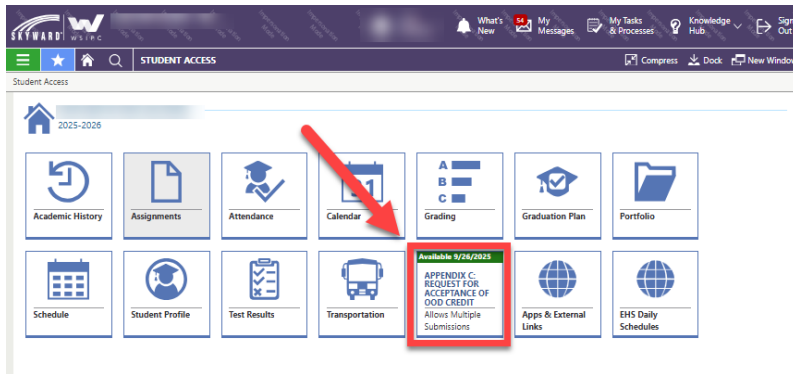


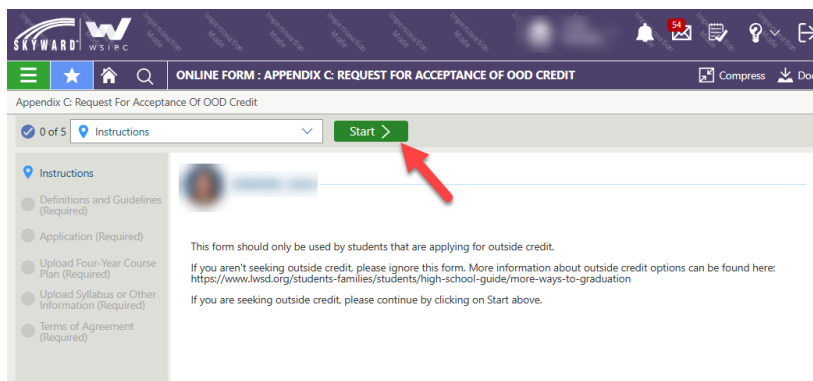
Appendix C – Out of District Credit Work Flow

STUDENT VIEW

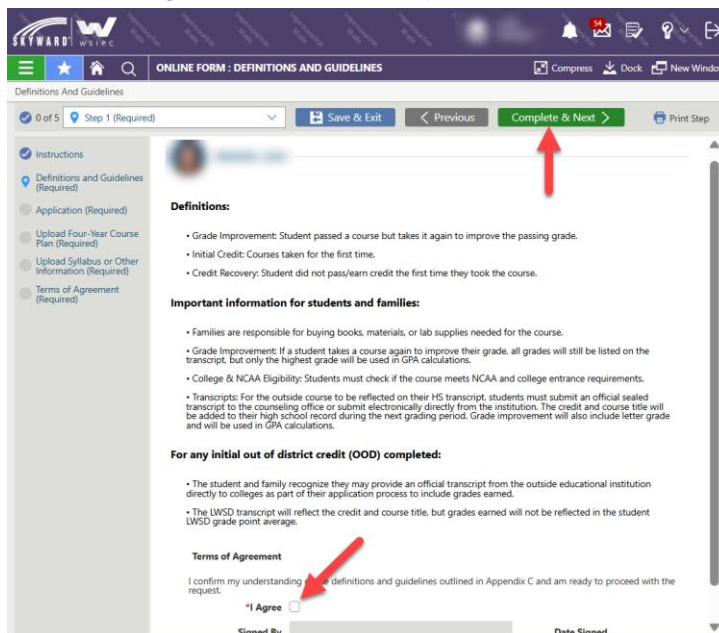
1. Student submits Appendix via Student Access. In Student Access there is a tile called “Appendix C: Request for Acceptance of OOD Credit.”



2. The following images show the steps the student will complete after clicking on the tile:
 - a. Instructions. A short instruction page will explain that this is a form for outside credit. The student will read this and then click “Start.”



- b. Definitions and Guidelines. A page will explain some important information. The student will click “I agree” and then “Complete & Next.”



- c. Application. The student will complete the information about the course. This includes the subject, number of credits, name of course, name of provider, reason, term, and how many outside credits taken. After adding this information, the student will click “Complete & Next.”

Application

1 of 5 Step 2 (Required) Save & Exit Previous Complete & Next >

Instructions

Definitions and Guidelines (Required)

Application (Required)

Upload Four-Year Course Plan (Required)

Upload Syllabus or Other Information (Required)

Terms of Agreement (Required)

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 put for improving grades in classes previously passed. Courses that are not for grade improvement will be added to the student's t 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 m

Student Name

Student Number

Graduation Year

*Subject

*Credits

*Name of Course

*Name of Credit Provider

*Reason the course cannot be taken at district high school

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) ☐

- d. Four-Year Course Plan. The student will need to download a blank “Four-Year Course Plan,” complete it, save and then upload as an attachment. Then the student will click on “Complete & Next.”

Upload Four-Year Course Plan

2 of 5 Step 3 (Required) Save & Exit Previous Complete & Next >

Instructions

Definitions and Guidelines (Required)

Application (Required)

Upload Four-Year Course Plan (Required)

Upload Syllabus or Other Information (Required)

Terms of Agreement (Required)

1. Download and complete the Four-Year Course Plan.

DOWNLOAD FILE

Four-Year Course Plan Download

2. Upload completed Four-Year Course Plan.

UPLOAD FILES

*Completed Form

Select File(s) or Drag and Drop File(s) here

Maximum size: 5MB

Description

- e. Syllabus. The student will attach the course syllabus and then click “Complete & Next.”

SKYWARD WSPC

ONLINE FORM : UPLOAD SYLLABUS OR OTHER INFORMATION

Upload Syllabus Or Other Information

3 of 5 Step 4 (Required) Save & Exit Previous Complete & Next

Instructions

Definitions and Guidelines (Required)

Application (Required)

Upload Four-Year Course Plan (Required)

Upload Syllabus or Other Information (Required)

Terms of Agreement (Required)

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.

Upload Syllabus or Other Information

UPLOAD FILES

*Upload Documents

Select File(s) or Drag and Drop File(s) here

Maximum size: 5MB

Description

- f. Final Signature. The student will review the electronic signature form and then click “I agree” and then “Submit Form.”

SKYWARD WSPC

ONLINE FORM : TERMS OF AGREEMENT

Terms Of Agreement

4 of 5 Step 5 (Required) Save & Exit Previous Submit Form Print Step

Instructions

Definitions and Guidelines (Required)

Application (Required)

Upload Four-Year Course Plan (Required)

Upload Syllabus or Other Information (Required)

Terms of Agreement (Required)

Terms of Agreement

Under the Federal Electronic Signatures in Global and National Commerce Act, before you may electronically sign this form, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement.

By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that:

I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby.

I understand and agree that my electronic signature is the equivalent of a manual signature and that others may rely on it as such in connection with any and all agreements I may enter into, including but not limited to this Electronic Signature Agreement.

I further acknowledge and agree that it is my obligation to immediately advise the school district of any change in my electronic address (i.e., email address).

I further acknowledge and agree that it is my obligation to immediately advise the school district in the event that I withdraw my consent to this Electronic Signature Agreement.

I acknowledge and agree that the individual electronically signing this form is the individual in whose name the account is set up, or is some other authorized to submit this form by the person whose name is on the account.

*I Agree ☐

Signed By

Date Signed

MM/DD/YYYY

Office Use Only: