Pre-Approval for Offsite Credit or Home-based Course:

Student Name: _____ **Grade:** _____ **Date:** _____

Course Title: _____

Subject: Algebra I

Amount of credit requested: Other

Learning Materials/Curriculum (Please be specific):

_____

_____

Learning Activities:

_____

_____

_____

_____

*****You must document, keep and present all student work so the evaluator can be sure the student met an appropriate level of learning in order to receive the credit you have requested.*****

To present your offsite class you will need the following:

1) **Coversheet:** Title, student name, date and type of credit requested.
2) **Evidence of learning:** All completed questions/answers, tests, quizzes, papers, projects, field trips, resources, etc…
3) **Materials used**: Student brings in the textbooks, videos, computer software, etc… *Curriculum must be at the high school level or higher. Please check with one of the school counselors if you are unsure.
4) **For PE/Music/Art/Occupational/Etc**…Courses: You must also provide a detailed log of hours and activities with the total hours for the course completed. Based on the course content, provide the following if applicable: pictures, journal, letter from instructor, etc… Include a written summary of student experience & skills learned.

We have examples of offsite and home-based courses in the main office that are available for you to see. If this is your first time completing an offsite or home-based course, we highly recommend looking at the examples so you are aware of the level of documentation and student work that accompanies an offsite course.

_____Approved _____ Denied _____ Returned for revision

Note:_____ _____

Principal or Designee: _____ Date _____

(P2410 Home-Based Instruction: High school credit for home-based instruction may be granted upon submission of documentation regarding course objectives and outcomes, with accompanying portfolio of student accomplishments in said course. The principal shall review such material to determine whether the student has met Monroe School District requirements for such course.)