

Process for Taking Non-District High School or Postsecondary Courses

Students interested in taking courses at an accredited non-district high school or postsecondary institution and having those courses placed on their high school transcript must follow this outlined process:

1. Course Approval

- Students must meet with their School Counselor and/or Principal (or designee) to discuss the desired course.
- Use the [Non-District Secondary and Postsecondary Course Pre-Approval Form](#) for pre-approval.
- Ensure that the course aligns with the student's course progression plan.
- Courses may not supplant core BLS Academic Diploma graduation requirements that are offered at their high school.
- Courses offered at the high school site through dual credit programming are not eligible to be transcribed from non-district high school or postsecondary institutions.

2. Grade and Credit Issuance

- The institution of instruction must provide a grade (not Pass/Fail) and credit for the completed course.
- Bend-La Pine Schools staff will determine the equivalency of credits based on the provided conversion chart for college credit
- Note: No more than **4.0 total high school credits** can be transferred from these institutions towards graduation.

3. Special Considerations

- The 4.0 credit limit does not apply to:
 - Students transferring into Bend-La Pine Schools during their high school career who have already earned community college credits from another institution.
 - Students enrolled in Bend-La Pine Schools Online.
 - Students participating in any Dual Credit courses offered on their high school campus.
- Students transferring into Bend-La Pine Schools with community college credits will be allowed a maximum of **4.0 credits** weighted on the **5.0 scale** for their GPA.

4. Financial Responsibility

- Any fees charged by the non-district secondary and postsecondary institution are the responsibility of the student and their parent/guardian, except when part of the **Expanded Options program**.

5. Transcript Submission

- After completing the course, the student must request an official transcript from the institution.
- The official transcript must be sent to the Bend-La Pine Schools high school the student attends.
- Submission of this official transcript is required for the course credit to appear on the Bend-La Pine Schools transcript.

This structured process ensures that students can successfully take non-district courses while adhering to Bend-La Pine Schools' guidelines.

Non-District Secondary and Postsecondary Course Pre-Approval Form

Instructions: This form must be completed by students seeking to take courses at an accredited non-district high school or postsecondary institution. Please ensure you meet all conditions outlined below before submitting this form

Name		Grade	
Counselor		Student ID	

I have read and understand the following based on district policy [IKA-AR](#):

- ☐ This course must be pre-approved by the School Counselor and Principal/designee prior to student enrolling and requesting credit to be placed on the high school transcript
- ☐ This course is not offered at my high school
- ☐ This course is not used to meet a core graduation requirement (*MA, WL, LA, SS, SC*) for the BLS Academic Diploma.
- ☐ The institution of instruction must provide a grade (not Pass/Fail) and credit for the completed course.
- ☐ Bend-La Pine Schools staff will determine the equivalency of credits based on district policy.
- ☐ A maximum of **four (4.0)** total high school credits may be transferred from these institutions.
- ☐ Courses offered at the high school site through dual credit programming are not eligible to be transcribed from non-district high school or postsecondary institutions. (*example: WR 121 will not be approved if school offers College Writing/Dual Credit on campus*)
- ☐ Any fees charged by the non-district institution are the responsibility of the student and parent/guardian
- ☐ Upon completion of the course, an official transcript must be requested by the student from the institution and sent to the Bend-La Pine Schools high school you attend.
- ☐ The submission of an official transcript is required for credit to appear on your Bend-La Pine Schools transcript.

Please provide the following information about the course you wish to take for high school credit:

Institution Name	
Course Name	
Course Start Date/End Date	

Date of Meeting	
Student Signature	
Parent/Caregiver Signature	
Counselor Signature	
# of credit to be awarded for high school credit	

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