Northshore School District

Secondary Education

STUDENT REQUEST FOR APPROVAL FOR OUTSIDE LEARNING

All conditions on the back of this form must be met before course approval will be granted.

After approval has been granted and course has been completed, the counseling office must receive an official transcript from the academic institution and a completed **Add to Transcript** form for the course to be added to the Northshore transcript.

Student Name	Student Number	Class of	Current School Year

Course Title: _____ Provider/School: _____

School Year Course will be taken _____ Semester Requested: ☐ 1st Semester ☐ 2nd Semester

Reason for Request: Check box below

☐ **Original Credit** - Student will earn credit and no grade will be posted to the high school transcript. **I am requesting that this course be posted to the high school transcript with credit (CR) but no letter grade. This has no impact on my GPA.**

☐ **Credit Retrieval** – Abbreviated credit-retrieval courses allow students to earn credit for a previously failed course. A grade of P (Pass) will be recorded on the transcript. The original grade will remain unchanged and will continue to be factored into the GPA. **I am requesting credit and a passing grade for a course previously completed and failed on my transcript.**

☐ **Grade Improvement** – For courses taken to improve a grade of C+ or below, the original grade will remain, but credit will only be given for the highest grade which will be calculated in the GPA. **I am requesting credit and a grade for a course listed on my transcript. I understand I may not have more than 1.0 credit replaced in any school year. There is a maximum of 2.0 credits that can be replaced on my transcript during my high school career.**

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

For Counselor Use:

Diploma Category: _____

Letter Grade to be Replaced: _____ Semester: _____

Course is on OSPI Online Learning Course Catalog: Yes No

Counselor Signature: _____ Date: _____

For Principal/Admin. Use:

Course is Approved: Yes No

Principal Signature: _____ Date: _____

Conditions for Approval of Outside Learning Experiences

The Northshore School District may grant limited high school credit learning experiences completed outside the district to support student educational needs while complying with Washington State law.

- **Written approval must be obtained prior to enrollment. Only courses approved in advance will be added to the Northshore high school transcript.**
- Only students enrolled in grades 9-12 are eligible to earn high school credit through outside learning. **Courses taken during the summer between 8th and 9th grade do not qualify**.
- In person learning experience must be offered by an **approved, accredited institution.**
- Online courses must be offered through providers listed in the **OSPI Online Learning Course Catalog**.
- Credit will be awarded only after the district receives an **official transcript sent** directly from the course provider **and** the student submits a completed Request to Add Course to Transcript form to the counseling office. Students are responsible for sending transcripts from outside providers directly to colleges.
- Courses taken for GPA improvement must be the exact same class in title, content, and credit as the original course. (Combined CHS/AP courses may only be retaken at one of our Northshore schools.)
- Per Northshore School District Policy: To preserve the integrity of the comprehensive high school diploma, 85% of the required credits for graduation shall be earned through the student's comprehensive high school course offerings. No more than 50% of the graduation requirements in any discipline may be obtained from approved accredited sources outside the Northshore School District. Students who earn more than 15% of the total required credits or more than 50% of the required credits in any discipline from outside sources, and who complete all district requirements for graduation, shall receive a generic Northshore School District diploma. *Exception: This policy does not apply to credits taken before the student transfers into the district.*