

South Salem High School
1910 Church St SE Salem, OR 97302
Phone: 503-399-2644 Fax: 503-399-2645

Credit for Off-Campus Offerings

*SSHS Approval of this Form does not stipulate South Salem High School or Salem-Keizer Public School's responsibility to pay any expenses related to enrolling in any off-campus credit courses.

Student Information: Please read reverse side of this form before completing the information.

- Step 1: Meet with your counselor.
Step 2: Complete the Credit for Off-Campus Offerings Application and return to Counselor by deadline.
Step 3: Counselor and an administrator will review the application and submit the outcome to you.
Step 4: If approved, immediately following completion of the program you will need to submit an official transcript, in sealed envelope, to the registrar's office.
Step 5: The completion of program and transcript will be reviewed by counselor and administrator. If the program meets district, school, and state criteria, the credit(s) will be applied to your transcript. You will receive the notification in the mail from the registrar.

Student Name _____ Student # _____ Grad Year _____

Student email: _____

Name of Educational Institution/Program: _____

City: _____ State _____ Country (if outside USA) _____

Course Title: _____ Course # _____

Subject Area: _____ Credit Hours: _____

Please circle type of learning environment: Online College/University Service Learning

Student Signature _____ Date _____ Parent/guardian Signature _____ Date _____

If student is participating in a supervised independent student program NOT through a college/university or online academy, the person facilitating the independent study program must sign here acknowledging approval of your enrollment in this program

OFFICE USE ONLY

☐ Request has been denied. Comments: _____

☐ Pre-approval has been granted. The anticipated credits will be issued in the _____ subject area and _____ credit amount will be applied to the high school transcript after the completion of course and review of transcript.

Meets Northwest Association of Accredited Schools or district approved programs? ☐ Yes ☐ No

Meets the Common Curriculum Goals and Essential Learning Skills? ☐ Yes ☐ No

Administrator Signature _____ Date _____ Counselor Signature _____ Date _____

Completion of Course Review.

☐ Student has not completed the requirement; no credit will be issued to transcript

☐ Student has completed the requirements

Student will be issued _____ credit to transcript in the subject area of _____

Official transcript received and credit issued: _____ (date/initials)

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PROCESS

In order to receive credit for completion of a course at another educational program you must have pre-approval before taking the course or participating in a program, this includes, but not limited to, community colleges, online academies, military or wilderness programs, tutoring, community volunteer work (outside the scheduled school program), foreign exchange programs. Your application will be processed according to District Policy IHFA-R-3 2.01-2.03.06.02. Partial credit is not issued for partial completion of a program/course. **Attach** the programs information with your application. Submit a form for each class and complete the following steps:

DISTRICT POLICY IHFA-R-3 (full text can be reviewed at Salem Keizer Public Schools website or by contacting district level office.

- 2.01 Off-campus offerings are planned learning experiences in a setting removed from the student's residence school for which credit may be granted.
- 2.02.01 The community is recognized as an extension of the classroom.
- 2.02.02 Involvement in the ongoing activities of the diverse business enterprises, community agencies, accredited institutions, and other government and private organizations can provide valuable educational experiences for students.
- 2.03.03 For credit to be awarded for an off-campus offering, the following conditions must be met:
 - 2.03.03.01 The student's off-campus supervisor must judge the student's performance acceptable for credit.
 - 2.03.03.02 The off-campus program shall meet the time requirements established by District policy IHFA Section 1.02.
- 2.03.04 A student may not substitute an off-campus course for a comparable course offering on campus without the approval of the principal or his/her designee.
- 2.03.05 Off-campus experience accepted from other educational institutions must be prearranged.
 - 2.03.05.01 Credit will be granted consistent with state guidelines for accredited colleges.
 - 2.03.05.02 Credit may be granted from unaccredited institutions when courses meet the Common Curriculum Goals and Essential Learning Skills.
- 2.03.06 Off-campus experiences may include but not be limited to the school day or school year depending upon the same considerations affecting admission of students to other courses of the school such as student's interests, abilities, maturity, goals, and objectives.
 - 2.03.06.01 In cooperation with an identified licensed staff member who shall be responsible for the coordination and planning of the student's course work, the student will develop and negotiate a tentative proposal for an off-campus offering which will include:
 - 2.03.06.01.01 – 2.03.06.01.06 location, type of activity, measurable objectives to be achieved, amount of credit to be awarded, evaluation process defined, other factors the school may deem necessary.
 - 2.03.06.02 The proposal shall be reviewed by the subject area department most directly related to the proposed offering who will make the recommendations to the principal or designee.
 - 2.03.06.03 Approval of the proposal shall be granted when written agreement signed by the student; parent or other person in parental relationship; principal or his/her designee; and receiving institution, employer, or agency is on file at the school.