

External Credit Request Form

District 113 students may apply for up to 10 external study credits toward the completion of their (41 credit) graduation requirements (Board Policy 6-320). However, this form **must be completed and approval obtained prior to the student enrolling in the course(s). Credit will not be awarded for courses that were not approved in advance of the experience.** Check the category that describes the external credit in this request:

- _____ 1. Correspondence/Electronic Courses: In general, courses required for graduation or used to meet graduation requirements are not eligible. These courses are available for enrichment purposes only. Only an elective course may be taken as an electronic/correspondence course. (Note: Only in very unique circumstances and with the approval of the Superintendent or a designee will a correspondence/electronic course that meets a graduation requirement be eligible for approval.)

- _____ 2. Summer School Other than District 113: Courses may be taken during summer school as long as they are at an accredited school and provide a comparable experience to the D113 course(s) as determined by school officials. A student may be asked to take the D113 final exam before credit is granted for the comparable experience. A maximum of two credits may be taken in any one content area. Summer courses may be taken during any of your four years of attendance in high school.

- _____ 3. Special Circumstances: An unforeseen situation may arise that requires the consideration of external credit that is not specifically covered in category 1 or 2.

In order for this request to be considered for approval, documentation including a complete course description, grading and assessment criteria, and contact hours must be provided.

Student Name: _____ ID #: _____ Current Grade (circle one): 9 10 11 12

is requesting permission to enroll in _____

at _____ to receive _____ credits for the following reason(s):

Parent Signature Date

Student Signature Date

Counselor Signature Date

(Counselor signature indicates that course meets criteria from one of the above categories.)

Chair of Subject Area Signature Date

Chair of Subject Area Signature Date

Assistant Principal Signature Date

Principal Signature Date

No credit is awarded until an official transcript is received by the D113 registrar.

Copies to: Counselor - Registrar - Student - Assistant Principal