

DHS External Credit Request Procedure

1. When a student inquires about the opportunity to take a course or courses outside of District 113 for high school credit, the student will contact his/her counselor first for details.
2. The counselor will inform the student about the external credit request approval process and then direct the student to the appropriate department chair(s).
3. The student will create an appointment with the department chair to discuss the request. The student must present the course title, the course description and any other relevant details such as a course syllabus to the department chair for review. The student should also print a copy of the External Credit Request form, found on the DHS website, under counseling, under forms. This form requires the signature of the student and a parent's/guardian's signature prior to obtaining the approval of the department chair.
4. The department chair will review all the provided materials and decide whether the request will be approved. It is the department chair's responsibility to communicate the decision to the student.
5. If the request is approved, the student brings the completed External Credit Request form to his/her counselor for their signature. The counselor will then take the completed form to the assistant principal and principal for further approval.
6. The External Credit Request form will then go to the registrar for further processing.
7. Upon the completion of the course(s), it is the student's responsibility to provide his/her counselor or the registrar with a transcript of grades from the institution where the course was taken.
8. Approved external course(s) will receive DHS credit and appear on the student's transcript once the grade(s) have been officially received.