

# Outside High School Credit Application

IHCDB E 1

Students who desire to earn credits outside the established educational sequence sponsored by a District 20 high school, must follow the guidelines and expectations below. Outside credits may be taken for credit recovery, enrichment, or advancement. Outside credits may not replace an existing earned credit. Students must use this form to apply for outside **high school level credit**. For college level credit, students must submit the **Outside College Credit Application**.

1. All courses from outside agencies need to be approved by the counselor **prior** to enrollment in the outside credit. Credits completed without prior approval may be denied.
2. Students may take no more than two outside credits during the 9<sup>th</sup> and 10<sup>th</sup> grades combined; no more than two outside credits in 11<sup>th</sup> grade; and no more than two outside credits in 12<sup>th</sup> grade.
3. A student must be enrolled in District 20 as a full-time student before requesting credit from outside courses.
4. All credit must be obtained from approved, accredited, transcript-issuing educational institutions.
5. Courses taken through outside agencies are not funded by District 20 or the individual school.
6. Courses taken through D20 Summer School are not considered outside credit and do not fall under this policy.
7. Students who are full-time students are not eligible to receive homeschool credits. Should students wish to receive homeschool credits, they must be part-time students with an active Intent-to-Homeschool form on file with District 20. These credits will be evaluated as with any other in-coming homeschool credits.
8. Once an approved outside high school course is complete, it is the student's responsibility to provide the approving high school with a transcript from the educational institution that reports the final grade for the course. Approved courses will not be added to student transcripts without this documentation.

## Student Information

*All information must be completed for the application to be considered. One course request per application.*

Date: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Grade: \_\_\_\_\_ D20 Student ID# \_\_\_\_\_

Desired Credit Area				
<input type="checkbox"/> English	<input type="checkbox"/> Math	<input type="checkbox"/> Science	<input type="checkbox"/> Social	
<input type="checkbox"/> World Language	<input type="checkbox"/> Health	<input type="checkbox"/> PE	<input type="checkbox"/> Sciences Arts	
<input type="checkbox"/> Core Elective	<input type="checkbox"/> Elective			
Anticipated Start Date:		Anticipated Course Completion Date:		
Course Name:				
Description:				
Outside Credit-Granting Agency:				
Office Use Only				
Course Approved?	Student Status	Credits Need Verification?	Course Weighted:	Comments:
<input type="checkbox"/> Yes	<input type="checkbox"/> Full time	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
<input type="checkbox"/> No	<input type="checkbox"/> Part time	<input type="checkbox"/> No	<input type="checkbox"/> No	

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Counselor Signature