

Out of District Credit Request Cover Sheet

Please complete this document and submit with Appendix C

Student Name: _____ Graduation Year: _____
Counselor: _____ Today's Date _____

- I am requesting that this course replaces a previous grade
 No Yes—replaces a lower grade in _____.
- A maximum of 3.0 credits from outside the school district are allowed in order to earn a LWSD diploma.
Number of previously taken credits from outside the district: _____.

WARNING FOR ACCELERATING THE PATHWAY:

Out of District course curriculum does not fully align with Eastlake's courses. This may create potential gaps in content. It is the students' responsibility to seek additional supports during the next level to compensate for these gaps. Once registered for the next level class, students will not be allowed to switch classes just because their grade doesn't meet their expectations.

**NCAA – if you plan on playing a sport for a Division I or II College you must check to see if the course will be accepted by NCAA as there are very specific rules. Many classes are not accepted.

Student/Parent Directions

1. Select an approved online school from <https://www.k12.wa.us/student-success/learning-alternatives/online-learning/approved-online-course-providers>
2. Complete the Appendix C, attach the course syllabus and return with this Cover Sheet to your counselor. They will let you know if it has been approved. Once approved you may begin the course. Most courses have time limits – make sure you are paying attention to all important deadlines!
3. For users of BYU Independent Study: Be sure to add the Eastlake High School code - **480548** - to your online registration then you don't have to pay for the transcript to be sent.
4. Once you have taken your final, please check with your counselor to make sure we have received your final grade and it is posted to your transcript.
5. Grades are posted using the grading scale of the provider. For example, an A- will be posted as an A-.
6. If you are a graduating senior, we need all transcripts received **by May 1** to clear you for graduation.
7. Reminder: You must request an official sealed copy of your transcript be mailed directly to the **Eastlake Counseling Center**. We cannot accept opened copies.
8. ___Parent initials here for a student wanting to ***accelerate the pathway or end the pathway***. For example, taking your last year of world language or wanting to take a math or science class to move to the next level of class in the fall. **The transcript must be turned into counseling by August 15th to be placed into the next level for the fall.**

Please explain your reasons for choosing this - including current grades in the course:

Parent Signature _____

For Official Use Only

Sign here after the student has returned the paperwork & before it goes to the principal.

Counselor: _____ Date: _____

_____ Initial here after receiving the approved paperwork back from the principal & notifying the student.