

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 approval for (please circle) .5 or 1.0 credit of _____ (course).
- I will be taking it from _____ (school).
- 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 to earn a LWSD diploma.
Number of previously taken credits from outside the district: _____.

***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 <http://www.k12.wa.us/ALD/Providers/ApprovedProviders.aspx>
2. Complete the attached Request paperwork and return to your counselor, and they will let you know if it has been approved. Once approved you may begin. 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** in order to receive your grades in time to clear you for graduation.
7. Reminder: You must request an official sealed copy of your transcript be mailed directly to Eastlake, attention the data processor. 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 in order 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.