

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 university or 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- please initial next to numbers 1-10 below

1. ___ Select an approved online school from <http://digitallearning.k12.wa.us/options/programguide.php>
2. ___ Complete the attached Appendix C 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 as then you don't have to pay for the transcript to be sent.
4. ___ Eastlake Counselors do not proctor out of district exams. If your course requires a proctored exam, then you are responsible to find a proctor certified by the online provider.
5. ___ Once you have completed the course, please check with your counselor to make sure we have received your final grade and it is posted to your transcript.
6. ___ If the course is replacing a previous grade then in accordance with the Replacement Policy, the higher of the two grades will be used in calculating the GPA and both courses and grades will be printed on the transcript.
7. ___ Grades are posted using the grading scale of the provider. For example, an A- will be posted as an A-.
8. ___ 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.
9. ___ 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.
10. ___ Are you accelerating a pathway or ending a pathway? For example, taking a math or science class to move to the next level in the fall or taking your last year of world language. **The transcript must be turned into the Counseling Office by August 16th 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:

For Official Use Only

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

Counselor: _____

Date: _____