



Appleton Area School District

# Request for High School Credit

## PROCEDURES

- ✦ ***Prior to enrolling in the requested course***, student will receive the “Request for High School Credit” form from their school counselor or from the district website.
- ✦ The “Request for High School Credit” form, **complete course description, and current AASD transcript** should be returned to the school counselor by **March 1** to be reviewed for Summer and 1<sup>st</sup> semester and by **October 1** to be reviewed for 2<sup>nd</sup> semester.
- ✦ The school counselor’s signature indicates the course is appropriate to the student’s educational program. The school counselor forwards the “Request for High School Credit” form, **complete course description, and current AASD transcript** for approval to the appropriate Curriculum Director by **March 1** to be reviewed for Summer and 1<sup>st</sup> semester and by **October 1** to be reviewed for 2<sup>nd</sup> semester.
- ✦ If the course is approved, high school credit is determined and the Curriculum Director signs the “Request for High School Credit” form, returns the form to the school counselor and sends a copy of the form and a letter to the parent/guardian indicating approval.
- ✦ If the course is not approved, the Curriculum Director will return the form to the school counselor and send a copy of the form and a letter to the parent/guardian indicating the decision.

*\*All requests for taking a course in order to replace the grade of a course already successfully completed, must be made through the building level administration team and NOT through the Assessment, Curriculum, & Instruction department.*