



Credit for Learning Projects and Activities

To allow students to receive credit for independent projects conducted under the supervision of non-District instructors or experts, the following process will be followed:

The student will complete a Credit for Learning application in which the proposed project is described and the alignment with academic standards is clearly demonstrated. The application will be accessible to students in the High School Counseling Office, and school counselors will advise students and parents regarding how the credit for learning option fits within the student's 4-year course-taking plan.

1. The Credit for Learning application is a proposal to complete an independent, standards-based learning experience outside of school to earn high school credit. Completion of the Credit for Learning application must be made by August 15, January 15, or May 15 for preapproval. Alternate application dates may be applied by the principal. The proposal is to be submitted to the student's school counselor who will assure that the proposal is complete and signed by parents and principal before forwarding it to the District Learning Services Department for review.
2. Credit for Learning proposals will be reviewed by the Learning Services Department for the purpose of establishing the timelines and criteria needed to fulfill the requirements for credit.
3. The Learning Services Department will communicate with the student, caregivers, and the school counselor about whether the proposal has been accepted. If the application has not been accepted by the District, specific information will be provided about revisions to assist students in improving the proposal. The student who submitted an application for Credit for Learning will be notified of acceptance or rejection of their proposal within 30 days of applying.
4. After completing projects students will submit evidence of learning as specified in the project proposal to their counselor who will forward it to the District Learning Services Department.
5. The student, caregivers, principal, and school counselor will be notified regarding whether or not the completed work will fulfill the requirements for credit.
6. The school counselor will follow up to assure that credit for successful projects is entered as a Pass (P) into the official transcript.
7. Any costs incurred as a result of the Credit for Learning proposal are the responsibility of the student's caregivers.

CREDIT FOR LEARNING REQUEST FORM

This application must be received by August 15, January 15, or May 15 unless an alternate date approval is granted. All portions of the assessment must be completed as designated in the plan.



To be completed by student:

Student Name _____ Phone _____
Street Address _____ City _____ Zip Code _____
Grade _____ School _____ Date _____

I am requesting permission to meet the following Graduation Standards outside of the classroom:

This section must include the name of the course or unit of study that will be met outside of the Sartell High School or Sartell Middle School curriculum.

Specifications of Plan to meet Graduation Standards (use back of this sheet or separate document as needed):

This is a written plan that outlines how the student will meet the graduation standard requirement for the course or unit listed above. This plan must align with the traditional course objectives, themes, and academic standards covered in the traditional course or unit. If families need additional information related to the course objectives, themes, and academic standards, they should contact the Director of Learning and Teaching.

Student Signature

Date

To be completed by Parent/Guardian:

I grant permission for my child to proceed in this Credit for Learning process.

Parent/Guardian Signature

Date

For office use only:

Designated Staff Member

Date