

## How to enroll credit recovery student (program student)

Coastal Plains High School seeks to assist partner districts and their students by providing credit recovery opportunities when space is available. This provides a student with the opportunity to seek necessary credit through Coastal Plains that wishes to advance or is lacking for timely diploma completion. Credit Recovery is available at a **nonrefundable** fee of \$250.00 per Carnegie Unit and \$125.00 for a Half Credit course. Payment for the courses must be paid online and prior to starting the classes.

It is critical that students maintain communication with their home school while completing credit advancement/recovery work. Prior to registering for Credit Recovery at Coastal Plains, a student must have permission from a home school Counselor. When a course is completed, an official transcript will be sent to the home school.

To register, credit recovery/credit advancement student's need:

- To remain enrolled in the day school;
- To complete the online registration and select credit recovery, click [Online registration](#); and
- **Select credit recovery on the application.**

A [credit recovery application](#) will be sent to the counselor at the day school.

- Once approved, the registrar will provide you with instructions on orientation and how to pay for the course through Infinite Campus prior to classes starting.

\*This approval is for credit recovery only. There is a separate process to become an approved program student.

**If you have any questions, please email your local CPHS Site's Registrar.**

***(CLICK THE BUTTON BELOW TO FIND YOUR LOCAL SITE Registrar)***

[List of Site Registrars](#)

### **Guidelines:**

1. The enrollment of these students can only occur with a signed application from their high school counselor indicating the course(s) needed.

2. All non-FTE students must pay the \$250.00 per course fee prior to the course starting.

3. Payments should be paid online with Coastal Plains once the student is approved for the classes needed. NO CASH nor Personal checks accepted.