

Request to Transfer Course Credit from Outside Provider

Under District 203 Board Policy, students are permitted to earn up to 2 credits of academic work from accredited institutions outside of District 203. Students must secure prior approval before taking courses for transfer to the D203 transcript. Please follow the procedure below:

1. **Prior to taking the alternative course, a student must complete this form, submit it to his or her counselor and receive approval;**
2. **Students must take the class(es) from an accredited institution;**
3. **A syllabus and/or course description must be submitted with this form;**
4. **A student statement – carefully explaining the need to take a course off-site must be completed (See page 2 of this form.); and**
5. **Once the course is completed, an OFFICIAL TRANSCRIPT from the outside institution must be sent to the High School Registrar.**

Name of Student: _____ ID Number: _____

Year in School: 9 10 11 12 Credit(s) to be earned: _____

Name of Course: _____

Name of Institution: _____

Address of Institution: _____

Phone Number of Institution: _____

Institution Contact Person: _____

Start Date: _____ Date to be completed: _____

** Seniors: In order count this course toward graduation, the course must be completed and transcript received by May 1.*

** If you are registered with the NCAA Eligibility Center, it is your responsibility to investigate whether the course is accepted.*

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

AP of Curriculum and Instruction: _____ Date: _____

Student Statement

When considering whether or not to grant the credit transfer from an outside institution, we need to consider the rationale that makes this option necessary. Please provide a statement, explaining the need to take a course off-site.

Form: To Mrs. Arneth to process Date _____ Copies: Student/Parent/Counselor/ Registrar