

## ISSAQUAH SCHOOL DISTRICT: REQUEST FOR OUTSIDE CREDIT – MIDDLE SCHOOL

Issaquah School District requirements are established to provide each student with the best possible educational experiences and to comply with Washington State statutes. The Issaquah School District may grant up to 2 credits toward middle school requirements PROVIDED:

1. The request is approved by the Counselor and Principal prior to the student's participation in the program. Approval cannot be granted retroactively.
2. The course meets state standards as required by *WAC 180-51-061, WAC 392-410-300 through 320* and is from a Washington State accredited institution.
3. The course complies with existing policies, procedures and limitations, *Policy 2024 – Online Learning*. If this a high school level course, it *may* be taken for high school credit in accordance with procedures established in *Policy 2410 – High School Graduation Requirements 2410 F-2*.
4. Course information is entered on the student's permanent academic record.

Date of Application: \_\_\_\_\_ School: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Student Name (Legal): \_\_\_\_\_

Address/Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ (Required for online course request)

How many outside credits have you taken (include current enrollment)? \_\_\_\_\_ (2 credit limit)

Request for Credit:

\_\_\_\_\_ OSPI Digital Learning Department (DLD) Online Program

\_\_\_\_\_ College Program

\_\_\_\_\_ WA State Accredited Private Program

\_\_\_\_\_ Accredited Summer School Program

Name of Institution: \_\_\_\_\_

Course: \_\_\_\_\_ Term: \_\_\_\_\_

Reason: \_\_\_\_\_

I am aware **1)** students are limited to 2 credits toward graduation requirements through an outside accredited program; **2)** credit will be entered on the transcript. For OSPI DLD online courses, students will receive the actual course grade earned (A-F) on their transcript. For all other Outside Providers, S/U (Satisfactory/Unsatisfactory) will be entered as the course grade on the transcript (Note: The NCAA transcripts "S" grades as a "D" or 1.0 grade point). **3)** any course not receiving prior written approval cannot be accepted toward fulfilling middle school requirements; **5)** once approved, I must enroll in the course for the term indicated, **6)** courses must be completed by term end dates. However, the school counselor may require this course be completed, including final exams, by a specific date in order to meet grade level requirements.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Legal Guardian Signature

### This section to be completed by the Counselor and Principal

I \_\_\_\_\_ support \_\_\_\_\_ do not support this course of study. (Check one) Required completion date: \_\_\_\_\_

Core Requirement: \_\_\_\_\_ Elective Requirement: \_\_\_\_\_ (Check one) Total Credit: \_\_\_\_\_ IEP \_\_\_\_\_ 504 \_\_\_\_\_

Notes: \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_  
Counselor

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Principal/Designee