

**ISSAQUAH SCHOOL DISTRICT: HIGH SCHOOL REQUEST FOR OUTSIDE CREDIT – 2019-20 school year  
OSPI and Issaquah School District Approved Online Program Form 2024 F1**

(One form per course. Keep original form at school.)

Student and parent/guardian: Complete page 1, top of page 2 and page 3 and give to school counselor for completion. Once completed, counselor will email to the ISD Online Learning Department. PLEASE TYPE OR WRITE LEGIBLY (NO PENCIL).

Issaquah School District graduation 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 4 credits toward high school graduation requirements or required minimum college admissions courses taken outside of the Issaquah School District 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 180-51-068, WAC 392-410-310 and WAC 392-410-340 and is from a Washington State accredited institution.
3. The course complies with the procedures established in *Policy 2410 – High School Graduation Requirements* and *Policy 2024 – Online Learning*.
4. Course information is entered on the student’s permanent academic record. In the event a student drops an online course during the fall or spring term, the grade for the online class is entered on the student’s permanent academic record as follows.
  - a. Online courses dropped prior to the start of through the 10<sup>th</sup> day of the course do not appear on a student’s academic record.
  - b. Online courses dropped between the 11<sup>th</sup> day and the 20<sup>th</sup> day (inclusive) of the course appear as a ‘W’ on the student’s academic record.
  - c. Online courses dropped after the 21<sup>st</sup> day of the course appear as an ‘F’ on the student’s academic record.
5. No more than 50% of a subject area requirement can be from outside credit.

***This section to be completed by Student and Parent/Guardian (continued on Page 2)***

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

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

Address: \_\_\_\_\_

Student Email: \_\_\_\_\_ Student Cell Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_ Parent Primary Phone: \_\_\_\_\_

School Year: \_\_\_\_\_ Term(s) course will be taken in: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Course: \_\_\_\_\_ Semester 1 \_\_\_\_\_ Semester 2 \_\_\_\_\_

Period you are **requesting** to take this online class? \_\_\_\_\_ Options are 1<sup>st</sup> or 7<sup>th</sup> at Skyline & Issaquah High; 3<sup>rd</sup> or 7<sup>th</sup> at Liberty.

Are you requesting to take this online class \_\_\_\_\_ on campus or \_\_\_\_\_ off campus? (This will be reviewed by counselor.) ***If this request is for credit retrieval for a previously failed course, choose ‘on campus’ if taking this as a part of your regular school day.***

How many outside credits have you taken, including this request? \_\_\_\_\_ (4 credit limit)

Will you be working with a tutor? Yes/No \_\_\_\_\_ If yes, name of tutor: \_\_\_\_\_

Reason for requesting outside credit (check one):

Acceleration

Preferred Learning Style

Course not offered at school

Schedule Conflict

Accrual of credit toward graduation

Credit Retrieval for letter grade\*  
(previously received a failing grade)

Grade Improvement (passed but received a C- or below)

Credit Retrieval for Pass/Fail grade\*  
(previously received a failing grade)

*Note: Students may improve on a maximum of 4 semester grades during high school, Grades 9-12 (See Student Handbook).*

*Per WAC 392-415-055 and WAC 392-415-070, the original grade earned must remain on the transcript; however, the credit will be removed so it is not calculated in the student’s G.P.A. The new grade, if higher, will be used in the G.P.A. calculation.*

Other: \_\_\_\_\_

***\*Students needing credit retrieval and requesting an online course during the regular school day will be scheduled on campus daily.***

***Note: Online Learning course expectations and requirements on Page 2.  
Upon review, student and parent/guardian signature required.***

Student Name: \_\_\_\_\_

*This section to be completed by Student and Parent/Guardian (continued from Page 1)*

**I am aware:**

1. Students who are taking their course off campus as a part of the regular school day are required to have weekly communication with their building or district mentor. Details about this communication will be explained at the orientation. **By signing below, I agree to the required weekly communication with my mentor.** Students are expected to follow the weekly communication requirements. Students not following school district policies and participation requirements for online learning risk being dropped and may not be approved to take future online courses.
2. Student must attend an in-person orientation and log in to their course within 5 days of start date or enrollment will be cancelled.
3. Any required textbooks, materials or lab supplies that are not available at the school are the student's responsibility to acquire.
4. Unit exams and final assessments will be proctored, meaning students must take the assessments onsite at designated school district testing sessions.
5. Progress and final grades for online courses will be entered into the student system according to the district grading calendar. Students are expected to work consistently in the online course and stay on schedule. This is also referenced in the student-athletic handbook.
6. Students are limited to 4 credits toward graduation requirements through a WA State outside accredited program, maximum of 2 credits in a school year.
7. Credit will be entered on the transcript. Students taking OSPI/ISD approved online courses (through the ISD) will receive the actual course grade earned (A-F) on their transcript.
8. **It is my responsibility to verify if this course(s) meets NCAA and college admissions requirements. Not all providers are NCAA approved.**
9. Any course not receiving prior written approval cannot be accepted toward fulfilling graduation requirements.
10. Once approved, students will be enrolled in the course for the term indicated.
11. 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 or graduate on time.
12. **Refund policy for families that are paying the course fee** (course is taken in addition to a full schedule): If a course is dropped prior to the course start date, a fee will not be assessed. Courses dropped after the start date may receive a partial refund based on the refund policy of the third party online provider.
13. IEP or 504 accommodations deemed applicable will be shared with the online provider.
14. If a student fails an OSPI/ISD online course, or consistently fails to follow online learning participation requirements, they will be unable to enroll in future online courses.
15. Not logging into a course or not making progress for more than 20 days may result in the student being dropped from the course and will be unable to enroll in future online courses.

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

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: Parent/Guardian signature also required on Page 3.*

*This section to be completed by Counselor and School Administrator*

Required completion date: \_\_\_\_\_

Core Requirement \_\_\_\_\_ Elective Requirement \_\_\_\_\_ Total Credit (this request): \_\_\_\_\_

504 \_\_\_\_\_ IEP (please send Accommodations page) \_\_\_\_\_ ELL \_\_\_\_\_

School District will pay \_\_\_\_\_ Family will pay \_\_\_\_\_

If this course is for **Grade Improvement**, how many courses have previously been taken for grade improvement? \_\_\_\_\_

**For which course is this grade improvement?** Name of course \_\_\_\_\_

Year originally taken: \_\_\_\_\_

Sem 1 Grade: \_\_\_\_\_

Sem 2 Grade: \_\_\_\_\_

I \_\_\_\_\_ support \_\_\_\_\_ do not support this course of study.

Counselor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Ron Thiele, Superintendent**

**STATEMENT OF UNDERSTANDING**

In accordance with the Alternative Learning Experience Implementation Standards, *reference WAC 392-121-182(6)(j)*, prior to enrollment parent(s) or guardian shall be provided with, and sign, documentation attesting to the understanding of the difference between Home-Based Instruction (homeschooling), Private School and enrollment in a public school Alternative Learning Experience (ALE). Students are considered either one or the other.

**Summary Description**

**Home-Based Instruction**

- Is provided by the parent or guardian as authorized under RCW 28A.200 and 28A.225.010.
- Parent has filed an annual Declaration of Intent with the district.
- Students are neither enrolled nor eligible for graduation through a public high school unless they meet all district and state graduation requirements.
- Students are not subject to the rules and regulations governing public school, including course, graduation, and assessment requirements.
- The public school is under no obligation to provide instruction or instructional materials, or to otherwise supervise the student’s education.

**Private School**

- Students are enrolled in an approved private school in the State of Washington.
- Students are not subject to the rules and regulations governing public school, including course, graduation, and assessment requirements.

Private School or Home-Based Instruction students may have access to ancillary services, and may enroll in a public school course on a **part-time** basis (less than full-time) where space is available. Students are responsible for maintaining acceptable attendance and for meeting the course and school requirements for courses in which they are enrolled. They maintain their Home-Based Instruction or Private School student status.

**Alternative Learning Experience Program**

- Is authorized under WAC 392-121-182.
- Students are enrolled in public education.
- Students are subject to the rules and regulations governing public schools, including course, graduation, and assessment requirement for all portions of the ALE.
- Instructional materials used for coursework meet district standards and are free from sectarian control or influence.
- Learning experiences are:
  - Supervised, monitored, assess, and evaluated by certificated staff (weekly contact and monthly review).
  - Designed learning experiences planned together with student, parent and teacher.
  - Provided via a Written Student Learning Plan (WSLP).
  - Provided in whole, or part, outside the regular classroom.

I have read the summary description of home-based instructions and alternative learning experience and I understand the difference between home-based instruction and the public school alternative learning experience program in which my child is enrolling. I understand that I must meet applicable state, district, school and course requirements.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Student \_\_\_\_\_  Copy placed in student file

**Board of Directors**

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