

## Issaquah School District #411 **Credit Approval Form - Varied Learning Activities**

**Read the following carefully to ensure that all requirements, including signatures, are fulfilled. All requirements must be completed in the correct sequence for credit to be accepted.**

1. Pay the non-refundable \$30.00 application fee and submit the receipt to the chair of the appropriate department. Students who qualify for free and reduced meals are exempt from the fee. Group forms requesting credit for all students in any single school directed athletic activity are also exempt.
2. Submit the outside credit application 2410 F3, with all signatures, to the chair of the appropriate discipline no later than two weeks prior to the start of the semester. For summer activities, the application must be submitted no later than two weeks prior to the end of school. The following department chair signature indicates approval of the application. If this application is not approved the chair will note the reason(s) for disapproval in the comments section.

\_\_\_\_\_  
*Department chair signature*

\_\_\_\_\_  
*Date*

Comments: \_\_\_\_\_  
\_\_\_\_\_

3. Approved applications will be forwarded to the principal for review and signature. In addition, copies will be sent to the appropriate counselor.

\_\_\_\_\_  
*Principal signature*

\_\_\_\_\_  
*Date*

Comments: \_\_\_\_\_  
\_\_\_\_\_

4. No later than the first Friday in June, or, for summer work, no later than the second Friday in September, the student must attach all required verification items to their application form (2410 F3) and submit them to the department chair.
5. The department chair will review the application form (2410 F3) and all items of verification to determine if credit should be accepted.

The following department chair signature indicates acceptance of the verification provided.

\_\_\_\_\_  
*Department chair signature*

\_\_\_\_\_  
*Date*

5. The principal reviews the application (form 2410 F3), verification items and indicates acceptance of credit with his/her signature.

\_\_\_\_\_  
*Principal signature*

\_\_\_\_\_  
*Date*

*White: Student/Parent*

*Yellow: Department Chair*

*Pink: Counselor*

6. The application and approval forms (2410 F3 and F4) are forwarded to the appropriate counselor for assignment of .5 semester or 1.0 year credit.