



This form is for middle school students who are taking a course for high school credit only. Parents and students must sign the form prior to enrolling.

Part I – STUDENT INFORMATION

Student _____ ID Number _____
Last First MI
Birth Date ____/____/____ Gender: [] M [] F Grade in School _____ as of August (year) _____
Current School _____
Parent/Guardian: [] Mr. [] Mrs./Ms./Miss _____

Part II – Course Information

Please indicate the course(s) the student will take for high school credit during the _____ school year.

- [] Algebra I
[] Geometry
[] Algebra II
[] Pre-AP Language and Literature (elective credit only)
[] Integrated Science (Lab Science Credit)
[] Other _____

Part III – CREDIT REGULATIONS (LCPS Regulation IKAB-R)

Students taking courses for high school credit must follow the same guidelines as high school students. The grade received in the course will be transcribed on the student's high school transcript.

- The student must attend the class for 90 percent of the time that the class was in session. if the student did not attend class 90 percent of the time he/she must file a credit appeal to receive credit.
▪ A student may receive an "I" – incomplete – as a grade if he/she has excused absences in the weeks prior to the end of a marking period, thereby missing assignments or tests during that time, and has met the 90 percent attendance requirement and has 10 school days following the end of the previous reporting period to convert the incomplete grade to an earned grade.
▪ Courses from which a student withdraws with school principal permission shall not be reflected on report cards, permanent records or official transcripts.
a. If a student withdraws from a course on or before the 25th day in which the class begins, a notation will not be made on the student's permanent record, transcript or report card.
b. If a student withdraws from a course after the 25th day of the semester, but before the end of the first nine-week grading period, a notation of "WP" or "WF" shall be entered on the student's permanent record, transcript and report card. This grade will not be calculated in the student's GPA.
c. If a student withdraws after the end of the first nine-weeks grading period of a semester, a grade of "F" will be recorded on the student's permanent record, transcript, and report card. The grade will be calculated in the student's GPA.
▪ Credit may not be earned twice for the same course (6.29.1.9, J9 NMAC). If a student fails a course the first time it is taken, the following rules shall apply to his/her GPA calculation:
a. If a student fails a course and must repeat it to satisfy a graduation requirement, the first grade of F will remain on the transcript. In order for the F to be removed from the GPA calculation, the repeated course must be the same course as initially transcribed.
b. In the case where the student passed the course the first time but wishes to take the course again and receive a higher grade, the student will not receive additional credit for taking the same course again, but will receive the higher of the two grades he/she earned in the calculation of his/her GPA.

Students taking courses through the Virtual Learning Academy (VLA) must follow VLA guidelines (see LCPS Regulation IKAB-R)
I have read and understand the credit regulations.

Parent signature _____ Date _____ Student Signature _____ Date _____