



CREDIT BY CHOICE PROGRAM

Program No. 2 – Correspondence Course

DESCRIPTION:

The purpose of the correspondence is to meet special needs of students as approved by the school administration. Paramount consideration will be given to the student's record in completing independent studies. To be approved, **correspondence programs must be accredited, and courses must be proctored by certificated staff.**

GENERAL GUIDELINES:

The Credit by Choice (CBC) Program is designed to give students the opportunity to choose enriching learning experiences tailored to their personal educational needs and to have them recorded on their high school transcript. This program is open to high school students currently enrolled in the Anchorage School District.

- While the Curriculum Assistant Principal and Counselors can respond to questions, it is the responsibility of the student to work independently to complete the application and carry out a program according to these prescribed guidelines.
- Students proposing a CBC Program must have prior written approval of their parents and the Principal.
- A certificated staff person must sponsor and/or supervise the student's program.
- ASD is the accrediting institution and sets standards for issuing credit. ASD is not the sponsoring agency for off-campus programs and is not responsible for the student's personal or financial liability. Program expense is the responsibility of the individual.
- CBC courses will be titled as such on the student's transcript, as described in each program's details.
- CBC courses recorded upon program completion cannot be included for calculating eligibility for full-time student status for the purposes of enrollment and/or Alaska School Activities Association eligibility. The grade received will be incorporated into the student's high school grade point average (GPA) and counted to determine class rank and valedictorian. When computing valedictorian status, the ratio of weighted advanced placement to regular graded classes is significant.
- **Once entered on a high school transcript, grades will not be removed from this legal document.**

DETAILS:

- As of August 2008, approved correspondence programs include University of Nebraska, University of North Dakota, Brigham Young University, and the Native Heritage Center Advanced Academics. Others may be considered upon request. Application for approval of other programs may be done through the Curriculum Assistant Principal.
- Correspondence courses may be used for both makeup and acceleration.
- A copy of the correspondence school application and proof of accreditation must accompany the CBC application and must be received by the Curriculum Assistant Principal prior to the beginning of the course.
- Upon completion the student must submit proof of grade in the form of a transcript to the Curriculum Assistant Principal.
- This CBC course will be titled as such on the student's transcript. Specific curriculum area credit will be recorded for the correspondence course CBC program.

APPLICATION:

NAME _____ ID # _____

CURRENT GRADE ☐ 9 ☐ 10 ☐ 11 ☐ 12 (*student must be **currently** enrolled in high school*)

COURSE TITLE _____

CORRESPONDENCE PROGRAM _____

CERTIFICATED INSTRUCTOR _____

Provide the specific website that verifies this program's accreditation or attach a copy to this application:
Accreditation Website: _____ OR ☐ copy attached.

We have read and understand the above information regarding this Credit by Choice program.

STUDENT SIGNATURE _____

PARENT SIGNATURE _____ DATE _____

..... ***Take this completed form to your counselor.***

OFFICE USE ONLY	COUNSELOR SIGNATURE _____	DATE _____
	PRINCIPAL APPROVAL _____	