



# AVON HIGH SCHOOL

## Request for External Credit/Credit Recovery 2019-20

- All requests for external credit must be approved PRIOR to registering for a course.
- External credit will appear as "Transfer Credit" on the AHS transcript, show a grade of "P", and will not be calculated as part of the AHS weighted GPA.
- External credit is not granted for graduation requirements, except in the case of credit recovery, or, with prior approval from the Principal.
- External credit is considered for:
  - **Credit Recovery**, when a student has failed a required course. Options include neighboring town summer school programs, such as West Hartford Collaborative Summer School, Simsbury Dept. of Continuing Ed. Summer School, and Plainville Summer School. Approved online programs include BYU and Keystone.
  - **Enrichment**, when a student wishes to pursue a special interest through a credit-bearing accredited program.
  - **Early Graduation requests**, when a student seeks to achieve credits required to receive an AHS diploma a semester or more ahead of schedule. *Additional forms/requirements must also be met.*

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Name: \_\_\_\_\_ Case Manager Name (if applicable): \_\_\_\_\_

Name of Course: \_\_\_\_\_ Location: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Number of Credit Hours: \_\_\_\_\_

Date Credit Expected: \_\_\_\_\_ Reason for Request (Circle One): External Credit / Credit Recovery

### REQUIRED SIGNATURES:

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

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

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

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

School Counselor: \_\_\_\_\_

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

Director of School Counseling: \_\_\_\_\_

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

Principal (if needed): \_\_\_\_\_

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

Case Manager (if applicable): \_\_\_\_\_

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