

SHELTON HIGH SCHOOL ALTERNATE COURSE/SUMMER SCHOOL CREDIT APPLICATION (rev. 4/30/13)

Shelton High School will only accept alternate course/summer school credit learning requests from an approved accredited institution. Students requesting to take an alternate course/summer school for credit must complete the appropriate application, secure all required signatures, and submit the application by the defined deadline. A maximum of two credits per year, including summer school credit, will be allowed for alternate course/summer school credit. Alternate/summer school courses will not be tracked, with the exception of advanced placement coursework. Alternate/summer school courses will be calculated into a student's GPA as untracked courses, with the exception of advanced placement coursework. The student/parent/guardian is responsible for all financial expenses or fees for alternate/summer school course credit learning. The high school administration reserves the right to deny applications for alternate/summer school coursework and acceptance of alternate/summer school course credits.

SPECIFIC PROCEDURES

1. The student will obtain an Alternate Course/Summer School Credit Application from his/her counselor.
2. The student will complete the application, including all required signatures, and submit it to the Headmaster. A copy of the course description/curriculum/syllabus from the program must be submitted with the completed application. **Deadline for submission is ten days prior to the first session of the class. No late applications will be accepted.**
3. The Headmaster or Headmaster's designee will approve/deny the application.
4. After an application is approved by the Headmaster or Headmaster's designee, the Headmaster or designee will notify the student's school counselor and forward the application to the Guidance Curriculum Leader.
5. The student's school counselor will notify the student.
6. **The student must not begin attending the course until approval has been granted in writing by the Shelton High School Headmaster or Headmaster's Designee.**
7. Shelton High School credit will not be approved until an official course transcript is produced for evaluation and documentation to the SHS Guidance Curriculum Leader.

Student's Name:		Date of Application Submission:	
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Student's House:		Student's Counselor:	
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Location of Course Offering:		Title of Course Requested:	
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Course Start Date:		Course End Date:	
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Instructor Contact Information (email/phone number):		Total Course Contact Hours:	
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Write a short paragraph in the space provided below indicating your reason for taking this course.

Student/Parent/Housemaster/Counselor Approval:

I have read the Shelton High School Online Course Description and agree to abide by the conditions governing this course.

(Signature of Student)

(Signature of Student's Parent or Guardian)

(Signature of Student's Housemaster)

(Signature of Student's School Counselor)

Administrative Use Only:

(Signature of Curriculum Leader/Department Chairperson indicating review of application and course description/curriculum/syllabus)

(Signature of Guidance Curriculum Leader indicating review of application and course description/curriculum/syllabus)

Application Decision (circle one):	Approved Denied	Credit to be Awarded Upon Successful Completion of Course (circle one):	.5	1.0	1.5
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Course Level Approved (circle one):	Advanced Placement Untracked	Date Student's Counselor notified:	
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Additional Comments: _____

Headmaster/Designee Signature:		Date:	
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