



**NON-DISTRICT 155 COURSE CREDIT-TRANSFER REQUEST**

Student Name \_\_\_\_\_

Grad Year \_\_\_\_\_ date \_\_\_\_\_

CG     CLC     CLS     PR     HOC

Course name \_\_\_\_\_

School where course will be taken \_\_\_\_\_ District 155 credit \_\_\_\_\_

Term course must be completed:     Fall semester     Spring semester     Summer    Year \_\_\_\_\_

*D155 must be in possession of course transcript by \_\_\_\_\_ for the \_\_\_\_\_ graduation date.*

Reason for taking course: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Please read below, District 155 Board Policy 6:310 regarding transferring in credit from other institutions:*

A student enrolled in a non-district experience, including an online course, may receive high school credit for work completed, provided: (1) the course is offered by an accredited institution and approved by the Superintendent or designee; (2) the student is a full time student (5 D155 courses including PE); (3) no more than one credit per core subject area (English, Math, Science and Social Studies); (4) the student assumes responsibility for all fees (including tuition and textbooks); and (5) the Building Principal or designee approves the course in advance. Students are limited to 1 non-district experience credit per year enrolled in the district in terms of credit that may be applied toward high school graduation requirements. Grades earned in approved non-district experiences count toward a student’s grade point average and eligibility for athletic and extracurricular activities.

I have read and understand the board policy stated above.

\_\_\_\_\_  
signature of student

\_\_\_\_\_  
date

\_\_\_\_\_  
signature of parent/guardian

\_\_\_\_\_  
date

**For school use only:**

The request for transfer of credit for this class is  granted  denied.

\_\_\_\_\_  
signature of building principal/designee

\_\_\_\_\_  
date