



Administrative Directive 6.10.110-AD

High School Credit Earned Prior to Ninth Grade Implementation

The District's policy is to provide students opportunities to receive high school credit for designated high school courses taken prior to ninth grade.

I. Approval for Course to Receive High School Credit

The Superintendent or his/her designee will approve courses for credit upon the submission of a district approval form. The request for approval must be submitted each year. Approval will be based on the following criteria:

- A. The teacher is endorsed and highly qualified in the subject area,
- B. The District adopted high school materials will be used for instruction,
- C. The teacher uses a comparable high school syllabus,
- D. The course will offer at least 65 hours of instruction per .5 credit or district-approved proficiency credit standards and procedures will be used,
- E. The Facilities, supplies, and equipment are appropriate for meeting course goals,
- F. The course is mapped to high school standards, and
- G. The criteria for grading are clear and written for parents and students.

II. Receiving High School Credit Prior to Ninth Grade

- A. Staff in schools offering grades Kindergarten through eighth will notify parents of the option to have designated courses taken prior to ninth grade for high school credit recorded on the transcript and included in the cumulative grade point average.
 - 1. Notice will be given when the student enrolls in the course
 - 2. Annual notice will also be included in the school's curriculum guide and through other means and in languages and formats that national origin parents require



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- B. High School credit will be granted and a grade recorded on the transcript for each student who successfully (C or better) completes a designated high school course prior to ninth grade. These grades will be included the student's high school cumulative grade point average.
- C. If the parent or guardian does not want credit to be granted or the grade to be recorded on the student's high school transcript, he/she must make a written request by completing a form available at the school where the student received the credit. If the request is made after the student's eSIS record has transferred to the high school, the parent/guardian should submit the request to the student's new high school. This request must be submitted prior to the end of the student's first semester of high school.

History: Adopted 12/09, Amended 4/12