External Credit Application
Lake Forest High School

Prior to taking the course:

1. Complete and submits this "External Credit Application" to the Director of Counseling.
2. Attach course description and/or syllabus (preferred) to this application.
3. The appropriate department administrator and the Director of Counseling will review the application for approval or disapproval.
4. A copy of the approved/disapproved application will be transmitted to the student, his/her counselor to place in student's cumulative folder, and the Registrar.
5. The student may appeal a denial of his/her application for external credit to the Principal.

When the student completes the approved external course, he/she will have an **official copy** of the transcript sent to the Registrar at LFHS to have the credit posted to his/her transcript. When posted on the student's transcript, the name of the institution, the course title, the grade received, and the credit earned will be noted. Grades earned via external credit **will not be included** in the Lake Forest High School GPA.

If you complete an external course without this prior approval, there is NO guarantee that credit from Lake Forest High School will be approved.

Name _____ ID # _____ Class of 20_____

Course Title _____
(Attach a copy of the course syllabus, including class schedule. Application will not be considered without this information.)

Institution _____ Credit Requested _____
(1 semester = 0.5 credit)

Reason for Request (Attach additional pages if necessary to explain fully.) _____

_____

_____

I have discussed this plan with my counselor. _____ Yes _____ No

_____ _____
Parent Signature Date Student Signature Date

Approved _____ **Disapproved** _____

_____ _____
Director of Subject Area Date Director of Counseling Date