

INSTRUCTIONS FOR THE TRANSFER OF EXTERNAL CREDIT

General Guidelines

LFHS reserves the sole right to grant credit for work completed at or through other institutions.

Once a student is enrolled at Lake Forest High School, courses to meet graduation requirements are to be taken at the high school. With the prior written approval of the Director of Counseling and the appropriate department administrator, such exceptions as the following may be granted:

1. Traditional accredited high school summer school programs.
2. A student who attempted and failed a course at LFHS may be approved to retake that course through either another traditional accredited high school program or an approved accredited non-traditional institution.

Approved external credit (taken at the student's request) will be listed on the LFHS transcript with the grade received and a notation regarding the source of the credit.

Grades for courses taken outside LFHS will not be included in the GPA. The GPA will reflect work done at LFHS only.

The costs (tuition, instructional or testing materials, proctoring of examinations, etc.) associated with the class that the student elects to take outside of Lake Forest High School is the responsibility of the student and/or his or her family.

For any work submitted *post hoc* that did not have prior written approval, acceptance of the credit by Lake Forest High School cannot be guaranteed.

Criteria For Approval

Whether the external credit is to meet a graduation requirement or not, approval of such requests for transfer credit of work taken by LFHS students will be based upon the degree of comparability between the work to be taken by the student at or through another institution and the parallel course offered by the High School (if one exists). In making the decision to approve or not, the High School will use such criteria as:

- instructional contact time;
- the amount and complexity of the student work; and
- extent and nature of instructional materials.

The student must submit detailed course guides, syllabi, or outlines in order to document the comparability.

Procedure for Approval of External Credit

Prior to taking the course:

1. The student completes and submits “External Credit Application” to the Director of Counseling.
2. The student attaches course description and/or syllabus (preferred) to application as well as a statement explaining the reasons for taking the course outside of Lake Forest High School.
3. The application is then reviewed by the appropriate department administrator and the Director of Counseling and is approved or disapproved.
4. A copy of the approved/disapproved application is 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 previously 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.

Again, please note that approval of requests for credit for external work that has not been approved in advance through this process is not guaranteed.