



CREDIT FOR LEARNING

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Earning course credit for a planned out-of-school learning experience

Dear Student,

Credit for learning might be a good option for you if...

- ❑ You, your parents and dean agree that doing an out-of-school project would be a good way for you to earn a credit that you need.
- ❑ You have been successful with highly independent projects.
- ❑ You already have a special interest and involvement from which you could develop a project proposal.
- ❑ You have the background, extra time, and family support required to design and complete an out-of-school project.
- ❑ You know of an out-of-school expert in the content area who would be willing to sign on as your consultant.

On the other hand,

Credit for learning might *not* be a good option for you if...

- ❑ Your out-of-school time is already filled with many activities.
- ❑ You don't like taking on extra responsibilities outside of school.
- ❑ You suspect that doing an out-of-school project might be much easier than taking a course in school.
- ❑ Your parents have limited time to monitor your progress.
- ❑ You have been much more successful with teacher directed projects than with more independent assignments.
- ❑ You don't know of anyone with the background to serve as your content area expert.

YOU MUST HAVE PARENT PERMISSION TO SUBMIT A CREDIT FOR LEARNING PROPOSAL.

QUESTIONS?—please talk to your dean.

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PROPOSAL PROCESS

Item	Completed (date)
Complete Proposal (pages 1 and 2)	
Obtain Parent/Guardian Signature	
Obtain Dean Signature	
Proposal Sent to District Office by Dean	
Proposal Approved	
Final Project Submitted	

1. Your High School Dean will forward the entire packet to the Curriculum Coordinator at the District Office for review (keep a copy for your records).
2. Upon review, the Curriculum Coordinator will contact the student and verbally approve the proposal or request additional information.
3. Submit final project to the Curriculum Coordinator with the signed Statement of Assurance. If project cannot be approved at this time, applicant will be contacted with what corrections, improvements or additional information is required.
4. Upon final project approval the Curriculum Coordinator will complete a Certificate of Completion and forward to the High School Dean for signature. The Dean will send a copy to parent/guardian notifying them that course credit has been granted. Original will be forwarded to High School Registrar to update student transcript.



CREDIT FOR LEARNING PROPOSAL

FORM #EG-2101

STUDENT NAME _____ HOME PHONE _____

ADDRESS _____ CITY _____ ZIP _____

GRADE _____ SCHOOL _____ H.S. DEAN NAME _____

TO BE COMPLETED BY THE STUDENT:

I am requesting permission to meet the Mounds View Learner Outcomes outside the classroom, thereby fulfilling requirements of the following existing high school course (e.g. Fitness for Life, Health I, Health II "Issues in Life"):

_____ Please write an **overview of your proposal** in the space below (provide specific information on page 2).

STUDENT SIGNATURE _____ DATE _____

TO BE COMPLETED BY PARENT/ GUARDIAN:

_____ My child and I have read the learner outcomes and fully understand what is required.

_____ My child and I also understand that:

1. The school's involvement in the credit for learning process is limited.
2. Planning, implementing and monitoring the project is the responsibility of the student and parent/guardian.
3. The school will evaluate results to determine whether credit can be given.
4. Grading is on a credit/no credit basis (no letter grades are given).

With this understanding, I give my child permission to proceed in the credit for learning process.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

HIGH SCHOOL DEAN SIGNATURE _____ DATE _____

Submit to Curriculum Coordinator at the District Office by 8/15, 1/15, or 5/15

Curriculum Coordinator Notes

SUPPORTING INFORMATION FOR THE CREDIT FOR LEARNING PROPOSAL

1. Content Area Expert

Name _____

(someone qualified to provide expert guidance and feedback on your progress and the quality of your work)

Business / School Name (if applicable) _____

Phone Number / Email Address _____

2. Timeframe for the Project

Start Date _____

Completion Date _____

Total Hours _____

3. Periodic Progress Review

You must create a log in which you track your progress throughout the project. Indicate your activities, time spent and progress in a calendar format.

I have designed a format that I will use to log my progress.

4. Evidence of Work and Achievements

Please list below what you plan to submit in order to receive credit for your work. It should be material that will clearly indicate the skill and understanding that you have developed through the proposed project.

1. Self-evaluation (required)
2. Consulting Expert's Evaluation (required)
3. Progress Log (required)
- 4.
- 5.



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STATEMENT OF ASSURANCE

The attached material is a true and accurate record of the skill and knowledge I have acquired and the effort I have expended to earn course credit outside of school.

The project is completed and I have submitted all documentation as agreed in the proposal.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Content Area Expert Signature _____ Date _____