

Middletown High School

Flexible Credit Application

Steps for the application process:

1. Student must be enrolled in Middletown High School in order to apply for Flex Credit.
2. Student and parent **meet with MHS Guidance Counselor by end of February** and to secure application packet.
3. Application packets are available from your MHS Guidance Counselor.
4. Determine which application (accredited or non-accredited course work) best meets the needs of the student.
5. Course descriptions are available from the Course of Study on the MHS web page. These may be helpful when choosing courses similar to those offered at Middletown High School.
6. The **application must be submitted to the student's counselor by March 31** prior to the school year of participation.
7. Once the course proposal is approved, the course must be completed as indicated by the committee. The course must be approved **BEFORE** student begins coursework.
8. If application is not approved, the committee shall provide feedback and grant the opportunity to re-submit the application prior to May 1.
9. Once the semester has begun, students have 10 days to drop the course from their schedule without the penalty of failing.

General Information & District Policies

Student Name: _____

Date: _____

Student ID number: _____

Current Grade Level: _____

To the STUDENT:

Please read the following statements and then initial next to the statements indicating that you understand the policies. I understand that:

_____ If my proposal is accepted, I will earn a letter grade (A, B, C, D, and F) for the course as indicated on the accredited transcript from the issuing institution along with the approved credit; I will earn a Satisfactory (S) grade or Unsatisfactory (U) grade for course work approved through non-accredited institutions.

_____ The letter grade earned will appear on my high school transcript, and will be calculated into my cumulative GPA.

_____ Credit will be granted at the end of each Middletown High School semester for all flexible credit courses.

_____ Weighted credit may be granted for an accredited course where there is a similar course offered at MHS.

_____ I may not drop a flexible credit course after the drop date (ie: 10 days into the semester). If I drop after the drop date, I will receive an F or U as a failing grade on my transcript.

_____ Academic honesty rules apply just as they do in a traditional class setting.

_____ Many traditional classes are offered during select semesters at Middletown High School and I have discussed with my guidance counselor how the outcome of this flexible credit class will impact any traditional classes I subsequently take and/or my ability to schedule other courses.

_____ I must meet attendance requirements set forth by my plan.

_____ I am not to be in the building during times that I am not scheduled for a traditional class unless I have a scheduled appointment with teachers, counselors, or administrators regarding my flexible credit course.

_____ I am responsible for meeting graduation requirements.

_____ I am responsible for ensuring that I have met graduation requirements by established deadlines to participate in senior graduation.

_____ I am responsible for maintaining my academic/athletic eligibility with the OHSAA.

_____ I recognize that the course may not match the academic standards for MHS and may not adequately prepare me for subsequent courses.

Your signature indicates that you have discussed the above statements with your parents, understand the commitment you are entering into, and agree to the policies set forth by Middletown High School.

Signature of Student

Date

To the PARENT/GUARDIAN of the student submitting a flexible credit proposal:

Please read and discuss the above policies with your student. Your signature indicates that you have read the above statements and agree to the policies set forth by Middletown High School. Your signature also relieves the school of any liability for your son/daughter during times in which your student is not required to be at school due to this flexible credit proposal, should it be accepted.

Signature of Parent/Guardian

Date

Reflection

Flexible Credit is a wonderful opportunity for students to earn high school credit. All students should spend time discussing this educational option with their parents and guidance counselor. Please thoroughly and thoughtfully answer the following questions.

1. How does this flexible credit relate to your high school goals, future academic goals and/or occupational goals?
2. What prerequisites have prepared you for this educational option?
3. In reviewing your flexible credit proposal, state in your own words what skills/content you will need and how you will demonstrate what you have experienced/learned?
4. What multifactor methods will be used to assess your flexible credit plan?

Flexible Credit Submission

Name of Course: _____ Credit Attempted: _____

Begin Date: _____ End Date: _____

Complete either Part I or Part II below, but not both.

Part I: complete only if method for course work is through an accredited institution:

- Face to Face classroom instruction
- Online Class
- Other (please specify) _____

Name of institution from which transcript credit is awarded: _____

If you completed Part I above, stop here and return all 6 pages to your counselor.

Part II: complete if method for course work is from a non-accredited institution:

Method of achieving credit (Check All That Apply):

- Complete Coursework
- Online Class through (name of institution) _____
- Independent Study
- Other (Please Specify) _____

Proposed methods for demonstrating mastery for credit (You must select at least three):

- Project(s)
- Tests/Quizzes
- Labs (must be selected if a lab based course)
- Internship
- Research Paper/Project
- Portfolio
- Final Exam
- Other (Please Specify):

Adult Supervisor(s)/Teacher(s)/ Mentor(s): _____

Address: _____

Phone Number: () -

Email :

Part II cont.

Explanation of the methods for achieving credit:

Timeline for achieving credit and checkpoints (Be specific):

Each course has a series of topics that are addressed throughout the course. Please attach a specific outline explaining how your proposal covers each of the topics for the proposed course.

If you completed Part II above, stop here and return all 6 pages to your counselor.

FOR OFFICE USE ONLY

To be completed by Middletown High School

Date Application Submitted: _____

Received by: _____
(Counselor)

Submission Approval: Approved Denied

Reason(s) for Denial of Submission:

Date returned to student: _____

Signature of Counselor or Principal: _____ Date _____

Approved Flexible Credit Proposal Information

Drop date for flexible credit course: _____

Just as with a traditional course, students may not drop a flexible credit course after the drop date

Final Grade for Flexible Credit Course: _____ **Credit Awarded:** _____

Credit Awarded for School Year: _____ - _____

Please attach all artifacts for the course.

Notes: