

C.S. Lewis Academy

Application for Outside Credit

Please complete this form and return to the office four weeks prior to start date. The principal will evaluate your plan and let you know whether it is approved or if changes need to be made.

Outside credit transfer requirements

For Any Course Work:

1. The family is responsible for any fees associated with course work outside of CSLA.
2. The family is responsible for all correspondence with the institution where course work is being issued from.
3. C.S. Lewis Academy has no connection with any independent study organization and will not communicate with them until final transfer of completed work is done.
4. C.S. Lewis Academy will not be responsible for any lost or misplaced independent study material. Teachers have been instructed to not allow independent study material to be left in their classroom.
5. A \$50 transcript fee is due upon submission of course completion. Credit for this course will not be added to a student's transcript until the fee is received.

For Home School Courses:

1. Guardian or tutor will grade all course work. Teachers will not grade, examine, or tutor your child.
2. Guardian or tutor will administer and supervise all course work and tests.
3. Guardian will record all grades from course work and keep accurate records of student progress.
4. Guardian will submit completed course work, all quizzes, tests, and the Home School Plan sheets for work.
5. A \$50 transcript fee is due upon submission of course completion. Credit for this course will not be added to a student's transcript until the fee is received.

Student Name: _____ Date: _____

Course: _____

Institution: _____

Supervisor: _____ Relationship: _____

Seat hours: _____ (60 hrs = .5 credit) Credits expected: _____

Date expected to finish: _____

Why do you wish to transfer outside credits to CSLA?

What is the general format of instruction going to be?

Please attach a course outline and detailed overview of how you will be documenting.
For home school courses, be very specific.

I have read and understand the requirements for earning outside credits at C.S. Lewis Academy. I understand that if I fail to comply with the regulations my child may not receive credit for his/her work.

Guardian name: _____ Date: _____

Guardian Signature: _____

For office use

Approved _____ Approved with changes _____ Denied _____

Administrator: _____ Date: _____

Administrator signature: _____

C.S. Lewis Academy Documentation Outline

All documentation and assessments must be brought into the office in an organized and neat format (preferably in a binder or notebook). Put all final grades on the top as a cover sheet.

Student _____

Class _____

Method of Documentation:

- Record Keeping
- Workbook
- Reports
- Diary/Journaling
- Assignments
- Pictures
- Video
- Voice recorder
- Correspondence (ex. Email, forum, etc.)
- Other: _____

Method of Assessment:

- Projects
- Rubric
- Tests/Quizzes
- Presentation
- Portfolio
- Other: _____

List Resources: (ex. Books, video's, interviews, etc.)