

Wenatchee School District Credit Retrieval Pre-Approval Form

WAC 180-50-310; WAC 180-51-11



Credit retrieval curriculum is delivered by the Wenatchee School District. Because of the variety of credit retrieval curriculum choices, the variety of delivery methods and the variety of certificated supervision, the WSD chooses to pre-approve all credit retrieval options to be assured our students are receiving quality-learning experiences. The student's credit retrieval coordinator is familiar with most of the credit retrieval choices and how they align to the needs of the student. After the counselor fills out this form with the student and the course work is complete, this information will be presented to the building principal for approval. Upon completion of the course and the principal's approval, record of the student's grade, and credit will be noted on the student's transcript.

The principal is responsible for evaluating educational experiences of individual students and recommending graduation to the superintendent when requirements have been met. A credit retrieval course **must be pre-approved** by the principal and can be applied once the course requirements have been met. **(Apex courses are the preferred and pre-approved curriculum. If the credit retrieval is from an institute or company other than Apex, Principal pre-approval is necessary)**

Principal Pre-Approval

_____ Signature

_____ Date

Required Information for Pre-Approval: Parent Signature: _____ Date: _____

Students Name: _____ Date: _____

1. WSD course requested to be retrieved: _____

2. Amount of credit to be earned upon completion: _____

3. Approved Credit Retrieval program you are participating in (Apex): _____

4. WSD Program supervisor: _____

5. Proposed beginning date: _____ Estimated date of completion: _____

6. Please attach a written statement or use the back of this form, to specifically state the reason you are requesting approval for this credit retrieval program:

The school counselor must review this request prior to sending it to the principal:

Counselor has **reviewed** request:

_____ Signature

_____ Date

Student's Responsibility:

It is the responsibility of the student to make the effort to complete the credit retrieval course. Progress must be shown on a weekly basis to ensure active status. Because seats are limited in this program, students will be withdrawn from the program after a week of inactivity. By signing this form the student is taking the responsibility to finish the course in a timely manner and continue to make progress on the course each and every week. The responsibility to maintain communication falls on the student if any problem arises.

_____ Signature

_____ Date