



Mercer Island School District 2414 F
Student Request for Off-Campus Credit (Exclusive of Online Courses)

Mercer Island School District maintains high expectations for its academic program. Graduation requirements are established to provide each student with the best possible educational experience and to meet district and state standards. Not all students have the same needs, nor do all students benefit from identical learning experiences. Therefore, MIHS students who attend other accredited institutions (exclusive of online courses) where they take courses that meet the same academic standard as courses offered at MIHS may receive credit if they meet the following criteria:

Off-Campus Credit from Institutions other than MIHS (Exclusive of Online Courses)

1. Meet with assigned MIHS counselor to discuss course options and how the potential requested off-campus course aligns with the student's High School and Beyond Plan.
2. Submit a completed request form and receive approval from the MIHS principal in writing prior to enrolling in the course.
3. Attach a copy of the course syllabus, including texts, for all courses for which approval is sought.
4. Complete the approved course at the requested and approved accredited public or private high school or college.
5. Submit an official transcript to the MIHS Registrar.
 - a. Credit cannot be posted to the MIHS transcript without an official transcript from the approved institution.
 - b. As outlined in MISD Administrative Policy 2414, the letter grade earned from a course taken outside of MIHS will not be recorded to the MIHS transcript and will not be calculated into the MIHS GPA.
 - i. "CR" (credit) will be indicated on the transcript unless a student requests in writing to the MIHS Registrar that they would prefer a "P" (pass) to be posted to the transcript instead.

Date _____

Student Name: _____ Graduation Year: _____

Student Email: _____ Student Phone: _____

Are you a nonresident/choice transfer student? ☐ Yes ☐ No

Do you have: ☐ 504 ☐ IEP ☐ Both ☐ Neither

Parent/Guardian Name: _____

Parent/Guardian Email: _____ Phone: _____

Requested Off-Campus Accredited Provider: _____

Requested Course: _____

Which part of the Course are you requesting to take:

- ☐ 1st Half of Course (A) ☐ 2nd Half of Course (B)
☐ Full Year of Course (A/B) ☐ Course is only Semester-long

During what part of the school year:

- ☐ Semester 1 ☐ Semester 2 ☐ Full Year

Reason for Requesting Off-Campus Credit (check one): ☐ Preferred Learning Style ☐ Course Not Offered MIHS

- ☐ Schedule Conflict ☐ Credit Retrieval (for previously failed course) ☐ Other (must provide details): _____

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Date Request Received: _____ By Whom: _____

MIHS Counselor Acknowledgement: _____ Date _____

Student Eligible to Request: Y / N Reason, if No: _____

MIHS Principal: _____ Date _____

Approved _____ Denied _____ Reason for Denial: _____

Appeals: Must be submitted to the MISD Superintendent in writing within 10 calendar days of notification of denial. The Superintendent will arrange a meeting to discuss the issue and provide a written decision within five calendar days following the meeting. The decision of the Superintendent is final.