

Office use only

Date Received at MDHSA

Date Mailed

MDHSA Application for Credits Earned Prior to Ninth Grade (PC)

Student's Name: Anticipated Graduation Year:

Course Requesting Prior Credit Approval:

Subject Category Requested for this Course:

Grade Student Completed Course: (7th or 8th) Final Grade Awarded for Coursework:

(Please use a separate form for each course)

Advanced students who have completed high school level work (9th to 12th grades) in 7th or 8th grades may apply for up to two courses to be credited for 9th to 12th grades coursework. If applying for Prior Credits, complete this application and submit it with the initial Diploma Program Registration and Filing Form. It will not be accepted at a later time. Evaluators should not award credits on an MDHSA Transcript for courses studied before 9th grade unless a Prior Credits Application has been submitted and approved by the MDHSA office.

The MDHSA Diploma Guide describes in detail the expectation placed on the student's accomplishments in coursework completed prior to 9th grade for the purpose of requesting prior credits.

COURSE GUIDELINES TO NOTE:

English and Social Studies work that is completed prior to 9th grade will only be accepted for credit in the Arts and Humanities or Electives categories. NOTE: If applying for Prior Credits for an English Composition course, a sample of the writing done in the course MUST be submitted with this application. If applying for Prior Credits for a Literature course, a book list for that course must be submitted with this application.

Science for which credit will be considered includes high school level Biology, Chemistry, and Physics. If a high school level textbook has not been used for the study of these subjects, a list of topics covered and a description of how they meet the secondary level requirement must be submitted.

Foreign Language study that includes a well-documented hourly log or the use of what is clearly a secondary level textbook will be accepted for credit in the Arts and Humanities category.

Math courses that may be considered for high school credits include Algebra I, Geometry, Algebra II, Trigonometry, and Pre-calculus. If a high school level textbook has not been used for the study of these subjects, a list of topics covered and a description of how they meet the secondary level requirement must be submitted.

Art and Music coursework may not be submitted for credits completed in years prior to 9th grade

CONTACT INFORMATION: Supervisor (print name) Street City State Zip Phone(s) Email

ENCLOSE THE FOLLOWING: ALL ITEMS REQUIRED!

- \$10.00 Fee enclosed (per course) Check # Date
A self-addressed stamped envelope; a response to the Prior Credits Application will be mailed to the Supervisor within 30 days of receipt.
Instructor evaluations, test scores, college equivalency exam results (such as CLEP or AP) and/or descriptions that demonstrate high school level work or higher.
A list of all resources, learning activities, textbooks, videos, library books, apprenticeships, and /or instructors, etc., where the course was taken, or a description of what has been used to complete this course. If there are grade levels and publishers or authors, please list those as well.
An instructor's evaluation and recommendation that high school credit be awarded for this course (if possible to obtain their recommendation)

I certify that, to the best of my knowledge, this coursework was completed as described on the attached documentation, and that such work demonstrates a secondary level (9th -12th grades) accomplishment. I also attest that I have read the ADVISEMENT Section of the Diploma Guide.

Evaluator / Other Instructor Signature
Supervisor Signature
Student Signature

Approved: Date Initials
Category Subject to be placed on the Transcript:
(SUPERVISOR: A copy of this approval form should be provided to the Evaluator at the 9th grade evaluation. The courses must then be entered on the MDHSA Transcript along with the 9th grade courses. No further designation is necessary or permitted.)
Denied: Date Initials
Explanations / Notes: