

Dear Patrons:

We appreciate the opportunity to work with you in the process of credit evaluation. Our guidelines from the Salt Lake City School District Policy Manual (SLCSD) provide an avenue to insure equity and fairness to all students when evaluating credit earned at institutions not falling under the direct supervision of the Salt Lake City School District. It is our hope that this document will provide simple guidelines that will be informative and effective in outlining credit options.

Application for Credit Review

Credit Evaluation:

The SLCSD Credit Evaluation Committee reviews student work submitted to determine a level of credit earned. Credit earned at a school accredited by the Utah State Board of Education, the Northwest Association of Accredited Schools (NAAS), and other supplemental providers approved by the Utah Office of Education is accepted at face value in the SLCSD schools. Credit earned at non-accredited schools must be reviewed by the SLCSD Credit Evaluation Committee. It is requested that foreign credit (credit earned in another country) be sent to the Director of Academic Services in SLCSD. The transcript will be translated, at the requestor's expense, to help determine credit. The Committee meets quarterly during the school year (October 12, January 11, March 14, and May 9) to review all submissions. For consistency and integrity, we ask that any submission be made **at least three weeks in advance** of the quarterly meeting.

The following items will be required as outlined prior to review by curriculum supervisors and the credit evaluation committee. If, for any reason, required information is not available, patrons are encouraged to contact the committee chairperson to discuss the issue further.

Application Requirements:

Section 1: Credit request

- a) Student name
- b) SLCSD course title(s) being requested
- c) Amount of credit being requested (.25 minimum)

Section 2: Description of non-District coursework being submitted

- a) Course title(s)
- b) Course outline

Section 3: Evidence of Student Work

- a) Samples of student work (workbooks, quizzes, projects, journals, papers, etc.)
- b) List of instructional materials used
- c) End-of-Level (EOL) tests, Criterion-Referenced Tests (CRT) and additional state, national, or industry certifications, where available.
- d) Transcripts from non-District institutions

Section 4: Correlation to Utah State Office of Education (USOE) Standards

Specifically, list all standards for each course requested and provide evidence of student competency showing how each standard was met.

Section 5: Additional Information (Optional)

Include such information as: Total hours spent in coursework by student; number of days class was held; instructor name, qualifications/endorsements, etc.

Any work submitted should match the mandates of the Utah State Office of Education (USOE) content standards and objectives of course(s) for which credit is being requested. The USOE outlines the core standards for all subjects on-line at www.uen.org/core/.

The SLCSO Credit Evaluation Committee, working with the SLCSO Curriculum Content Supervisors, will determine the level of student competency in relationship to the USOE standards. The committee will decide the amount of credit earned, and make suggestions (if necessary) of additional evidence/assignments needed to fulfill the measure of the request. Additional evidence may include passing content-specific tests (where available) as well as the review of submitted work. Patrons will receive a notice of the committee decisions shortly after the quarterly meeting is concluded. Please note that some committee decisions requiring additional competency testing may have a related fee (such as PE 9th grade and Career and Technical Education [CTE] Skill Certification Examinations).

No credit is granted by SLCSO for the military Basic Combat Training. The Basic Combat Training does not align currently with any core curriculum from the Utah State Office of Education. ACT tests scores are not presently viable substitutions for credit. Norm-referenced test scores such as the ACT, SAT, and IBTS are indicators of student 'rank and sort', not individual competency. Salt Lake City School District does not award credit requested for Advanced Placement (AP), Concurrent Enrollment (CE), or for Honors credit from evidence outside of our system. Further, the SLCSO Credit Evaluation Committee is not responsible for the citizenship requirements for graduation. You are encouraged to contact your local high school for additional information.

We will continue to assist you after the committee decisions are announced so that you may understand the level of credit granted as well as arrange for any additional testing or information that the committee deems necessary. Appeals for denial of credit can be made by the parent/guardian of the student to the District Superintendent of Schools. Requests for appeal must be made to the credit evaluation committee in writing and submitted within ten (10) working days following the receipt of the committee decision by the requesting parties.

Credit Requirements for Graduation are listed at the following link:

<http://www.slcschools.org/policies/documents/I-2-Required-Credits-for-Graduation.pdf>

Standards and Objectives for Courses can be located at the following website.

<http://www.uen.org/core/>

Other Options for Credit

- Early College - College courses that fulfill Salt Lake City School District Core and Elective requirements are accepted.
- Electronic High School: www.ehs.uen.org
- BYU Independent Study Courses
- Other credits earned through accredited institutions by the Northwest Association of Accredited Schools, the sister associations of NAAS, colleges, university, or industry certifications.
- Supplemental providers approved by the State office of Education
- Statewide Online Education Program (registration available on school web sites).

The Salt Lake City School District does not discriminate on the basis of age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, or sexual orientation in its programs and activities, except where appropriate and allowed by law. The following person has been designated to handle inquiries and complaints regarding prohibited discrimination, harassment, and retaliation: Kathleen Christy, Assistant Superintendent, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8251. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.