

Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

Policy: IKH - AR

Adopted: *NEW*

CREDIT FOR PROFICIENCY: HIGH SCHOOL LEVEL CREDIT

Students are awarded credit for successful demonstration of knowledge and skills that meet or exceed defined levels of performance. Most students will demonstrate the necessary proficiency and earn credit through courses taken as part of the regular school program (high school curriculum, programs of study, coursework, etc.). In addition, students will have opportunities to earn credit outside of these traditional settings through demonstration of proficiency of identified knowledge, skills and standards.

Students may demonstrate proficiency through classroom work, documentation of learning experiences outside of school, or a combination of these methods. Fractional credits may be allowed. Student's education plan and profile will determine the balance of credit earned by proficiency and by state instructional hours.

Proficiency is defined as sufficient evidence of student-demonstrated knowledge and skills that meet or exceed defined levels of performance. The intent of offering credit for proficiency is to:

1. Value all learning achieved by individual students.
2. Personalize and bring increased relevance to a student's high school education.
3. Encourage student engagement in learning beyond the classroom in real-world contexts.
4. Provide more options for students.

Prior Learning Credit for Proficiency

Students may provide documentation of prior learning activities or experiences which demonstrates proficiency or mastery of identified standards (knowledge and skills).

Out-of-Class / Off site Credit for Proficiency

Credits earned through proficiency options outside the regular high school program that meet requirements for an existing course offered at Three Rivers School District will be assigned a "Pass" grade.

Credit for course work completed prior to high school (e.g., at the middle school level) will be transcribed, upon request, during the student's Freshman year. Records of successful completion will be maintained by the student's counselor and/or the registrar in the student's file. (*See Form 3*)

Credits earned for community-based learning which do not align to an existing course will earn a "Pass" grade.

Process for earning credit through Out-of-Class or Prior Learning:

Students will submit a **collection of proficiency evidence** that conforms to the criteria for the course according to the school's timelines. School staff will review the evidence to determine whether the evidence satisfies the proficiency criteria for the course. It approved credit will be awarded and placed on the student's transcript as Pass/No Pass.

Students will be notified within 30 days if the **collection of evidence** is approved or denied. If the collection is denied, the specific reason(s) will be discussed with the student with the possibility of resubmission. The school decision is final and may not be appealed.

Maximum Credit for Proficiency from Out of Class or Prior Learning:

Students may earn a combined maximum of four (4) total proficiency-based credits applicable towards meeting graduation requirements from Three Rivers School District and no more than two (2) per semester.

Credit for Demonstrating Mastery Through Examination

When approved by the building Principal or Director of Secondary Education, a student may be able to challenge a course and earn credit by meeting standards through an approved series of assessments. Assessments must be approved by the department and the building administration prior to students assessing.

A waiver of these criteria may be considered for transfer students as determined by the high school principal.

**Credit for Proficiency Proposal:
Out of Class Proficiency Credit Application**

Appropriate TRSD Course Title _____ NCES Code(s): _____ Date _____
Content Area: _____ Teacher's Name: _____
Proposed Credit 0.50 credit 1.0 credit Other (list) _____
Grade Level 9th 10th 11th 12th All Grade Option: P/NP

Associated TRSD Course Planned Course Statement (*attached*)

Parent/Guardian Contact Information: _____

Adult Supervisor (i.e. teacher, counselor, administrator) Contact Information: _____

Teacher of Record? _____ Teacher's TSPC Highly Qualified Certification: _____

Brief description of your proposed experience: _____

Time and Location for your experience:

Please identify and attach the TRSD Power Standards, benchmarks, scoring rubrics, and objectives you will achieve with your experience:

What evidence will demonstrate how you have met objectives stated above? Include your evidence of learning, i.e. performance, photos, essays, research papers, journal, etc.

Please list any specific activities you have planned that will provide a clearer understanding of your experience:

How will this experience relate to your 4 year plan and post high school planning?

To be completed by TRSD Faculty member prior to credit being assigned and transcribed

Class credit to be earned: _____ *Number of hours required* _____

Credit to be awarded: Elective _____ *Required Class* _____ *Grade* _____ *(P or NP)*

High School Staff Member: _____ *Date:* _____

High School Counselor: _____ *Date:* _____

High School Administrator: _____ *Date:* _____

High School Registrar: _____ *Date:* _____

**CREDIT FOR PROFICIENCY
TEACHER CHECKLIST**

Form 2

To ensure that the appropriate steps have been taken to submit a class for “Credit for Proficiency”, please follow the steps below:

	Activity	Date Completed
<input type="checkbox"/>	Administrative Approval for Course or Proficiency Credit Activity	
<input type="checkbox"/>	Levels of sufficiency, proficiency and rigor for student performance discussed and approved by Department Teachers	
<input type="checkbox"/>	Planned Course Statement/Syllabus completed and submitted for review to Administration and Department Chair (if appropriate)	
<input type="checkbox"/>	Obtained appropriate NCES code(s) from registrar and TRSD District Office	
<input type="checkbox"/>	Counseling staff notified of course requests	
<input type="checkbox"/>	Student contract signed	
<input type="checkbox"/>	Course expectations submitted to counselor(s)	

Credit for Proficiency: Request for Pre-High School work

Attach a copy of the Middle School Transcript.

PLEASE NOTE: Credit is transcribed during the freshman and ONLY upon request.

Student Name: _____ **Date:** _____

MS Teachers Name: _____ **Type of Credit:** _____

Course Title: _____ **Middle School where completed:** _____

In order to receive credit, the following must be met:

	<u>YES</u>	<u>NO</u>	<u>Evidence</u>
1) <i>Grade received in <u>full year</u> course must be A or B</i>	<input type="checkbox"/>	<input type="checkbox"/>	Grade? _____
2) <i>State Assessment must be Met or Exceeded</i>	<input type="checkbox"/>	<input type="checkbox"/>	Assessment Score? _____
3) <i>Course articulated final must be passed with an A or B</i>	<input type="checkbox"/>	<input type="checkbox"/>	Final Score? _____

Proposed Credit: .5 Credit 1.0 Credit

Student Signature

Teacher's Signature:

For Office Use Only

Date Received: _____

Approval Status Credit approved
 Credit denied

Administrator Signature: _____

Amount of Credit: _____

Type of Credit: _____

Date Transcribed: _____

Transcribed by: _____

Parent/Student contacted: _____

Date/type of contact: _____