



## Off-Campus Course Credit Request Form/Credit Transfer Form

Students participating in extracurricular activities on a regular basis outside regular Liahona school hours may request to receive high school credit. Liahona will not grant credit for a class currently offered in our Distance Education program. Students taking classes through other accredited schools or sources may have their grades sent to Liahona to be included on their official transcript. There is no fee to transfer credits from another accredited institution and this paperwork is not required.

In order for an extracurricular course to be considered for credit, please submit the following information:

- \* Class/ course title with description of activities or lessons.
- \* Contact information for the teacher including teacher qualifications. Teacher may NOT be a parent or a relative, unless course is Saxon Math or Math-U-See.
- \* Participation in the class/activity:  
45 hours = .25 credit 90 hours = .5 credit 135 hours = .75 credit 180 hours = 1.0 credit
- \* Show a portfolio or final exam. This can be a video of a performance, a written exam, a completed project pertaining to the course, or other appropriate medium along with an hour log.
- \* EACH CLASS MUST BE GRADED BY THE TEACHER.
- \* **Liahona reserves the right to determine course credit eligibility.**
- \* If the curriculum used is Math-U-See or Saxon Math, you must have a proctored test each semester.

Student Name : \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Class/Course Title: \_\_\_\_\_ Amount of Credits: \_\_\_\_\_

Course Description: \_\_\_\_\_

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Name of curriculum if used: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Teacher Phone #: \_\_\_\_\_

Teacher Qualification: \_\_\_\_\_

### **Documentation to be provided**

*Please check all that apply*

Written Exam

Completed Project

Video of Performance

Written Essay

Other \_\_\_\_\_

Fees: \$75 - up to .5 credit \_\_\_\_\_ \$150 - up to 1.0 credit \_\_\_\_\_

Payment: check \_\_\_\_\_ auto check \_\_\_\_\_ auto charge \_\_\_\_\_

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*For Office Use Only:*

Permission to receive credit for this class/activity is:

Granted \_\_\_\_\_ Denied \_\_\_\_\_ Date received: \_\_\_\_\_

Fee Received \_\_\_\_\_

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Principal

OR

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Administrator