



Off-Campus Course Credit Request Form

This form must be submitted and approved BEFORE you begin work on the credit

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 (not including Fast Track). 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 sufficient evidence as requested and determined by administration that the number of hours was completed.
- * EACH CLASS MUST BE GRADED BY THE TEACHER. A Parent or other family member is not eligible to be the teacher in most circumstances. Contact the front office for exceptions.
- * ***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 per half credit.

Student Name : _____ Grade: _____ Date: _____

Class/Course Title: _____ Desired Amount of Credits: _____

Course Description: _____

Name of curriculum if used: _____ **Fees:** \$75 - up to .5 credit _____

Teacher Name: _____ \$150 - up to 1.0 credit _____

Teacher Phone #: _____ **Payment:** check _____
auto check _____ auto charge _____

Teacher Qualification: _____

For Office Use Only:

Permission to receive credit for this class/activity is:
Granted _____ Denied _____ Date received: _____
Fee Received _____

Principal / Administrator

Documentation to be provided

- Written Exam
- Completed Project
- Video of Performance
- Written Essay
- Other _____