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| [Hoosier Academy](http://www.k12.com/ha) | **Hoosier Academies**  **2855 N. Franklin Road**  **Indianapolis, IN 46219**  **Phone: 317.495.6494**  **Fax: 317.495.6020** |

**Alternative Course Credit Policy**

Hoosier Academies will consider awarding credit for curriculum taught outside of the traditional classroom if certain criteria are met. A committee is formed consisting of the principal, department chair(s) or teacher for the specific class in question, and a school counselor.\*

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| Submit PRIOR to Participation (No retroactive credit will be given for activities.) | Submit AFTER Participation |
| Curriculum Title | Portfolio Submission |
| Syllabus and/or Table of Contents page |
| Pacing Guide |
| Curriculum Alignment to Indiana State Standards (must cover 80% of standards for a course) |

**Step 1: Request for approval**

* Submitted all 4 components listed on the left side of the above table to Mrs. Franklin ([dlowery@k12.com](mailto:dlowery@k12.com)) for Virtual students or Dr. Chalker ([cchalker@k12.com](mailto:cchalker@k12.com)) for Hybrid students with the subject line *Alternative course credit preliminary forms*

**Step 2: Committee reviews request**

* Within 30 days of submission

**Step 3: Complete/Participate in activity**

**Step 4: Submit portfolio**

**Step 5: Committee reviews portfolio**

* Within 30 days of submission

**Step 6: Credit awarded**

* Students will have the opportunity to earn a pass (P) on their transcript. A pass will result in 1 credit.

**This orange section will be completed by the committee.**

Preliminary approval? \_\_\_\_\_\_\_\_

Committee notes:

**Portfolio Submission FORM**

INSTRUCTIONS: Please make sure all information on this form is complete. A Portfolio must be completed for each course that you want to be considered for a credit on your student’s permanent transcript. Sign the document below and make a copy for your records. Hoosier requires 30 days to evaluate your non-accredited course for a high school credit.

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| Student Name (Last, First Middle): | Date of Birth: |
| Address: | Phone: |
| City: | State:  Zip Code: |

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| **Course Title**: | Subject Area: Check only one.  ❑ Math  ❑ Language Arts/English  ❑ Fine Arts  ❑ Social Studies  ❑ Science  ❑ PE/Health  ❑ Elective |
| **Grade Level**: |
| **Curriculum Book Title/Online location if web based**:  **Hours spend in course**: |
| **Indiana State Standards Addressed**: |  |

* + - 1. Student: Please submit a 250 word essay on what you learned from the course. Please use proper grammar, or submission will not be considered.
      2. Parent/Learning Coach: Please submit at least 2 (two) work samples of student’s work at the beginning of the course and at the end of the course. If course had no work samples such as an online course or a PE course, please write a 250 word explanation of how the course was taught and the concepts covered.
      3. Parent/Learning Coach: Submit a syllabus that shows what each unit of the material covered along with the Indiana State Standards addressed. This can be copied and pasted in a Word document.