



STAPLES HIGH SCHOOL

70 North Avenue Westport, Connecticut 06880

Staples High School Required Procedures For Courses Through Other Educational Institutions

Any Staples student may choose to take an online course or course at another educational institution simply for their own enrichment and with the family bearing all responsibility for cost. If the student wishes for the course to fulfill a Staples graduation requirement or be used for accelerated advancement within a course sequence, school counselor and department coordinator approval must be granted prior to enrolling in, and then upon completion of, the course according to the process described below. The educational institution/online provider must be accredited and have the ability to deliver a transcript upon completion of the course; acceleration based solely on private tutoring is not permitted.

1. The student discusses the request with his or her school counselor, including the appropriateness of the course and its implications at Staples.
2. The student completes the *Pre-Approval Form for Coursework Outside Staples High School*, available on the [SHS Guidance website](#), attaching a copy of the course description/syllabus and instructor information. The deadline for requests is June 1 for summer acceleration courses.
3. The school counselor checks that course prerequisites have been fulfilled, then signs off on the *Pre-Approval* form if approved.
4. The appropriate department coordinator reviews the student's *Pre-Approval* form and accompanying documentation, then signs off on the form if approved.
5. The student enrolls in and completes the course.
6. Upon successful completion of the course, and no later than August 15 for summer courses, the student provides his or her school counselor with an official transcript reflecting the final grade and credit awarded by the other educational institution.
7. To assure that the appropriate course standards have been met and for proper placement, the student will be required to take a comprehensive mid-term exam, final exam, and/or other comparable assessment. (Note: This requirement may be waived at the discretion of the department coordinator.)

In accordance with school policy, only courses taken and grades earned at Staples High School, or through the Westport Continuing Education Summer School during the high school years, will earn Staples credit, appear on the student's transcript, and be counted toward the grade point average. A grade report from the other educational institution may be attached to the Staples transcript upon request.

If the student does not obtain prior approval for a course, he or she may not accelerate and must enroll in the corresponding Staples course.



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Pre-Approval Form for Coursework Outside Staples High School

Student: _____ Current Grade: _____ School Counselor: _____

Course Information:

Current Staples Course And Level Taking In Subject Area: _____

Outside Course: _____ Course Level (if applicable): _____

School/Provider Where Planning To Take Course: _____

Course Start and End Date: _____ Credit Granted By Other School/Provider: _____

Other Course Details: _____

Attach a copy of the course description/syllabus and instructor information.

Planned Future Staples Course and Level In Subject Area: _____

Reason For Taking This Course:

Fulfill Staples graduation requirement (credit recovery due to failure/loss of credit due to poor attendance)

Accelerated advancement within course sequence

For students seeking to accelerate within a course sequence, respond to the following questions #1-4.

1. Describe in detail why you wish to accelerate in this subject area.
2. What, in particular, interests you about this course and/or subject area?
3. What challenges do you anticipate with acceleration, and how have you demonstrated your ability to manage these challenges?
4. What ideas do you have about how you can demonstrate what you learned through this course and that you are prepared for the next course in the sequence?

Pre-Approval Form for Coursework Outside Staples High School (continued)

Course Pre-Approval

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

School Counselor Signature: _____

Date: _____

Department Coordinator Signature: _____

Date: _____

To be completed by Department Coordinator:

___ The student is pre-approved to take the requested course.

List any conditions or requirements that the student must fulfill or standards that must be met (e.g., comprehensive assessment, required grade standard, other demonstration of learning, level placement).

___ The student is advised to pursue a different option, and the parent/guardian has been notified.

Post-Course Final Approval

___ Official transcript provided including final grade and credit awarded by other educational institution

___ Comprehensive Staples assessment completed

Approved future Staples course and level: _____

Department Coordinator Signature: _____

Date: _____

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| <ul style="list-style-type: none">• Original copy will be retained in student's file with school counselor• Photocopy to student and parent/guardian• Photocopy to department coordinator |
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