

**CREDIT FLEXIBILITY PROCESS**

Student is interested in earning high school credit based on the demonstration of subject area competency.

Student obtains Credit Flexibility Application (CFA) from Guidance Office or online.

Student and parent/guardian read all information carefully and decides that this opportunity fits their need.

Student and parent develop credit flexibility plan, fill out CFA and turn in to their counselor prior to established deadline. All student applications, with required signatures, for Credit Flexibility must be turned in to their guidance counselor by the end of the first full week of each grading period (4 available times each school year). After counselor review, an electronic copy of CFA will be sent by the **counselor** to the Office of Assessment and Alternative Education for review.

Within 10 school days, the Office of Alternative Education will proceed to electronically notify the student and team as to the status of the application. One of the following decisions will be made:

Immediate approval for preapproved and online accredited courses.

**Team Review**  
(sent to Curriculum Team Leader)  
A 5-member team will include: the student's guidance counselor, a content area teacher of record, a non-content teacher, an administrator from the building, and a district curriculum member who will act as a team leader.

Team will review, make decision, and will send decision electronically to the Office of Alternative Education Services.

If conditionally approved or denied, the student resubmits the application with improvements within 10 school days to the Office of Alternative Education for approval consideration.

If plan is denied, student may resubmit during the next academic timeline or appeal the decision within 10 school days.

The Appeals Committee makes a ruling within 10 school days of receiving the student's credit flex application. Appeals should be mailed to the Office of Assessment and Alternative Education Services, 336 South Otterbein Avenue, Westerville, OH 43081.

Student completes plan and confirms completion with Teacher of Record.

If approved, Teacher of Record is assigned and the student proceeds with CFA.

Teacher of Record sends an email to the Office of Alternative Education with course grade.

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District logs are updated and an email verification is sent to the student, home school registrar, and CFA team leader.

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