

Preble Shawnee Local School District

Credit Flexibility Application Process

A student considering a Credit Flexibility Option (CFO) should discuss the possibility with their school counselor early in the process. It is expected that the Credit Flexibility Application and Credit Flex Access Plan will be thoroughly and thoughtfully researched. A completed application must be submitted directly to the high school principal or his/her designee. CFO applications must be submitted for approval by March 30 of the preceding school year for the fall semester and by November 1 for the spring semester (Post-Secondary Enrollment Option's Application is possible only at the March 30 deadline).

1. The application and plan is to be completed by the student seeking approval for the extended learning opportunity.
2. The application and plan must be completed by the above deadlines for consideration. Under special circumstances, the building principal may grant waivers to submission deadlines at his/her discretion. Such waivers will be granted on a case-by-case basis.
3. The submitted application and plan will be reviewed by the District Curriculum Committee, with a decision regarding approval or denial being made within thirty (30) days of the submission deadline. The student will be provided with a completed copy of the "Curriculum Committee Flex Credit Application Report". If the CFO requires revision for approval, the amended application and plan must be re-submitted within one week of the District Curriculum Committee's request.
4. The District Curriculum Committee regarding Credit Flexibility consists of the Director of Operations, high school building principal and teachers on the committee, and other staff as appropriate. Their role will be to set expectations utilizing the Curriculum Committee Flex Credit Application Report.
5. It is the student's responsibility to maintain academic standing and enrollment in the approved application and plan. Failure to complete the application and plan may jeopardize the student's ability to earn credit for the experience.
6. A student with special needs who wishes to pursue a CFO must ensure that his/her application aligns with the goals and objectives of his/her IEP. The application and plan will be given to the student's IEP team for alignment approval prior to being considered by the District Curriculum Committee.

Appeals

Appeals of all decisions regarding a student's Credit Flexibility Application and Credit Flex Access Plan must be made in writing to the high school building principal no later than fourteen (14) calendar days after notification of the District Curriculum Committee's decision.