

Clark County School District
EXTERNAL CREDIT APPLICATION

All external credits require prior approval from the student's school of full-time enrollment.
Please use CCF-856 Dual Credit Application for college/university coursework.

External credits may be granted for coursework completed outside of the Clark County School District (CCSD) while a student is enrolled in CCSD during the school year and over the summer. A maximum of six (6) external credits can be applied toward graduation from high school. A maximum of three (3) external credits can be earned in the combined core areas of English, mathematics, science, and social studies.

External credits in the following categories must be approved with supporting documentation by a student's school of full-time enrollment. The school determines which supporting documentation is required and accepted. Category descriptions and additional criteria are found on the back of this application. Please check all that apply.

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| <input type="checkbox"/> Core English (3 credits max combined core) | <input type="checkbox"/> Community Service (1 credit max) |
| <input type="checkbox"/> Core mathematics (3 credits max combined core) | <input type="checkbox"/> Educational Travel Credit (1 credit max) |
| <input type="checkbox"/> Core science (3 credits max combined core) | <input type="checkbox"/> Enrichment Program |
| <input type="checkbox"/> Core social studies (3 credits max combined core) | <input type="checkbox"/> Online/Correspondence Course |
| <input type="checkbox"/> Physical Education II Waiver* (1 credit max)
<i>*if completed outside of CCSD only</i> | <input type="checkbox"/> Music Equivalent Credit* (1 credit max)
<i>*additional forms needed, see back</i> |

PART I: Pre-approval Review (completed by a school official)

Student Name: _____ Student Number: _____

The student has provided or will be able to provide supporting documentation. Please check all that apply.

- Description of activities (e.g. syllabus, agenda, brochure)
- Verification of duration (e.g. signed time logs, official attendance logs)
- Certification of instructor/coach or program (e.g. license, accreditation)
- Record of participation (e.g. transcript, grade report, signed letter)

This external credit application is pre-approved (circle one) YES / NO

School retains this application and supporting documentation while student completes coursework.

School Official Signature: _____ **Date:** _____
(Counselor, Administrator, etc.)

PART II: Final Approval (completed by a school official)

The following supporting documentation is **APPROVED**. Please check all that apply.

- Description of activities (e.g. syllabus, agenda, brochure)
- Verification of duration (e.g. signed time logs, official attendance logs)
- Certification of instructor/coach or program (e.g. license, accreditation)
- Record of participation (e.g. transcript, grade report, signed letter)

Administrator or Designee Signature: _____ **Date:** _____

School submits this application and supporting documentation for Transcript Update/Change Request.

GUIDELINES FOR EXTERNAL CREDIT REQUEST

- All external credits require prior approval from the student's school of full-time enrollment
- Credit is earned based on hours of instruction/participation: 60 hours = 0.5 credit, 120 hours = 1.0 credit
- Appropriate supporting documentation must be provided for pre-approval and final approval
- External credit can not be granted for courses where credit has already been granted
- External credit can not be granted for courses in which the student is concurrently enrolled
- External credit can not be granted for courses at a lower academic level than previously completed
- Bonus Points will be awarded if a student completes Honors, Advanced Placement (AP), or International Baccalaureate (IB) curriculum from an accredited institution

Community Service: 0.5 elective credit will be granted for volunteering 60 hours (1.0 credit for 120 hours) of time at a school-approved community agency (1 credit max).
CCSD Course Number: 8195

Online/Correspondence Course: High school credit will be granted for coursework completed at accredited institutions.

Educational Travel Credit: 0.5 elective credit will be granted for a 21-day educational trip/tour (1.0 credit for 42 days). Students are required to submit a log with general descriptions of sites visited detailing items of interest, the student's reactions, and photographs of the student at the sites. A parent or guardian may sign logs for educational travel credit supporting documentation. **CCSD Course Number: 8200**

Enrichment Program: Elective credit will be granted for successful completion of academically accelerated coursework at accredited institutions. **CCSD Course Number: 8205**

Physical Education II Waiver: 1.0 Physical Education credit (required for graduation) will be waived for 120 hours of activity completed under the direct supervision of a qualified instructor/coach who is a credentialed or licensed professional in that activity. To be approved, this activity must be geared toward competition.
CCSD Course Number: 5160

Music Equivalent Credit: High school credit will be granted for private music lessons. A student is limited to 0.5 credit for each school year (1 credit max). The instructor must be certified, or demonstrate membership in one of the following organizations: The National Association for Music Education, The American Music Teachers Association, The Music Teachers National Association, The Suzuki Music Teachers Association, or a faculty member at a college, university, or school of the arts. Additional forms are required for this external credit: CCF-843 Notice of Credit Earned Equivalent Credit Music Program and CCF-844 Equivalent Credit Music Program Student Application.
CCSD Course Numbers: 7465 or 7470