



Application for Transfer Credit

Transfer Credit Evaluation Fee

Payment of the appropriate evaluation fee must accompany each *Application for Transfer Credit*. The amount of each evaluation fee may be determined by the source from which the transfer credit is expected to come.

Transfer Credit Sourced in an Accredited Setting

Fee: \$5.00

Transfer Credit Sourced in a Home School Setting

Fee #1: \$20 for the first application coming from each discipline (per student)

Fee #2: \$10 for additional applications coming from the same discipline (per student)

Discipline Categories

Mathematics

Science

Fine Arts

Practical Arts

Health

Language Arts

Social Studies

Foreign Language

Physical Education

Student Name: _____ Anticipated Year of Graduation: _____

Phone Number: _____ Parent's Email Address: _____

Course Name: _____

Course Setting (please check all that may apply): home school private tutorial independent study

public school - name of school: _____

private school - name of school: _____

on-line - name of school: _____

video instruction - name of program: _____

Name of Primary Instructor: _____

Name of Course Monitor: _____ (if applicable)

Did this course cover one or two semesters' worth of material? one two

How many units of high school credit are you seeking to have awarded as transfer credit? 0.50 1.00

Starting Date: _____ Ending Date: _____

Weeks not in session (please identify dates): _____

Total Number of Weeks in Session: _____

Parent Signature: _____ Date: _____

If this course was completed in an accredited setting, please request that an official transcript be sent to Heritage Academy as supporting documentation for this Application.

If this course was completed in an unaccredited or home school setting, please see the reverse side of this application for a list of supporting documents that must be provided to support this application.

Note: All Applications will be considered incomplete until all necessary supporting documentation has been received.

Please provide the following for courses completed in an unaccredited or home-school setting.

➤ **Quick Summary of Course Structure Information**

Hours of direct instruction: _____ hours per week; _____ total hours throughout the span of the course.

Hours of independent practice: _____ hours per week; _____ total hours over span of course

Special Project/Event Hours*: _____ total hours over span of the course

**could be something like field trip, job shadowing, seminar attendance, special presentation, museum visit, does not include regular investment in standard homework assignments or test-taking.*

Alternate Structure: _____

➤ **An organized view binder that includes the following information...**

- Student's name and course name on spine of view binder**
- Application for Transfer Credit placed in front, clear sleeve of view binder**
- First Binder Item: A Home School Transcript** that reflects the completed course and includes the grading scale used. (Template may be downloaded from Heritage Academy's Website.)
- Second Binder Item: a Course Report that includes the following**
 - Course Name, Student's Name, Course Setting
 - Bibliography/Repertoire of Resources: e.g. textbooks, workbooks, literary titles, titles of musical pieces, scripts, artwork, camp brochures, program brochures, etc.)
 - Specific Course Description (broad summary of course focus and content)
 - Summary of Course Structure and Activity Log
 - Explanatory Statement Regarding Methods of Assessment
Example: As the year progressed, mastery of objectives was evaluated by the student completing 10 closed-book chapter tests, 2 semester exams, a number of unannounced quizzes, two essays, and one special project. The student also expected to regularly complete workbook worksheets to aid her in acquisition of knowledge & skills.
 - Grade Summary (You may want to consider using Engrade.com to for your gradebook and then printing the report.)
Example:

Tests (50%)	Essays & Special Projects (35%)	Homework (15%)
Test 1: 89%	Essay #1: 92%	Unit 1: 95%
Test 2: 94%	Essay #2: 93%	Unit 2: 96%
Test 3: 91%	Reflection Paper: 88%	Unit 3: 99%
Test 4: 87%	Interview Summary: 96%	Unit 4: 88%
Cumulative Exam: 90		
- TAB #1- List of Learning Objectives:** Identify specific learning objectives that directed instruction. Learning objectives should reflect an increase in breadth and depth of knowledge and skills and demonstrate balance between theory and application. If a traditional textbook was used, providing a detailed Table of Contents will suffice.
- TAB #2 - Activity Log (Unless this has been integrated into the Summary of Learning Objectives)**
This should reflect dates and amount of time invested and describe activities or specific lessons covered.
- TAB #3: Assessments**
Insert an organized record of tests, quizzes, written papers (separate tab), completed homework pages (separate tab), presentations, performance programs, recital programs, certificates of achievement, etc.
- Final TAB: Instructor Endorsement (THIS MUST BE SIGNED BY THE PRIMARY INSTRUCTOR** if instruction was received from an actual instructor: e.g. piano teacher, theater director, camp instructor, athletic coach etc. It should also include:
 - Instructor qualifications
 - Evaluative conclusion (general synopsis of students' performance or mastery achieved as it related to objectives)
 - Instructor's Contact Information

Please note that Heritage Academy typically does not award Transfer Credit to coursework completed with the following curriculum:

A.C.E.

Alpha Omega Publications and their subsidiaries

Switched-On School House