

# Application for Transfer Credit Heritage Academy

Please refer to the school catalog for information regarding transfer of credit policies. Please note that supporting documentation (listed on reverse side of page) must accompany your student's application for the application to be considered complete.

### 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 a Public or Private School 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

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

public school - name of school: \_\_\_\_\_

private school - name of school: \_\_\_\_\_

on-line     video instruction     private tutorial     independent study

Name of Primary Instructor: \_\_\_\_\_

Name of Course Monitor: \_\_\_\_\_ (if applicable)

Starting Date: \_\_\_\_\_ Periods (weeks) not in session: \_\_\_\_\_

Ending Date: \_\_\_\_\_

Total Number of Weeks in Session: \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please provide the following supporting documentation so that the credit you are seeking to transfer may be evaluated for transfer eligibility.**

### Private or Public Schooled Courses

Completed Transcript Request

### Courses completed in a Home School or Unaccredited Setting

*Please present in an organized binder.*

Home School Transcript

**Specific Course Description** (broad summary of course focus & content and methods of instruction, etc.)

**Bibliography/Repertoire Summarizing Resources**

Examples: textbooks, workbooks, literary titles, titles of musical pieces, scripts, artwork, etc.

**Activity Log recording dates, times, and descriptions of activities**

Examples: log of instruction, log of independent practice, log rehearsals, practices, field trips, etc.

**Learning Objectives**

Identify specific learning objectives that directed instruction. Learning objectives should reflect increase in breadth and depth of knowledge and skills and demonstrate balance between theory and application.

**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 two special projects. The student was also expected to regularly complete workbook worksheets to aid her in acquisition of knowledge and skills.

**Record of Assessments & Assignments**

Please include an **organized record** of tests, quizzes, written papers, presentations, performances, recitals, competitions, etc. In addition to including completed tests, papers, etc., please create a cover page for these items that summarizes included documents and the grades awarded.

Example:

Test 1	89	Essay #1:	92
Test 2	94	Essay #2:	93
Test 3	91	Reflection Paper:	88
Final Exam	90	Interview Summary:	96

**Faculty Verification and Endorsement**

This should be provided by the instructor or course monitor and site the following:

- Faculty qualifications
- Evaluative standards for grading (grading scale, rubrics, etc)
- Evaluative conclusion (general synopsis of students' performance or mastery achieved)

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