

Procedure 2410P – Exhibit A

BELLEVUE SCHOOL DISTRICT

**STUDENT REQUEST FOR APPROVAL FOR  
LEARNING EXPERIENCES OUTSIDE OF THE BELLEVUE SCHOOL DISTRICT**

Approval **must** be obtained prior to enrollment and/or participation in the outside learning experience by submitting this form. Approval will be granted **according to the conditions listed on the reverse side of this form**. Approval must be obtained by the last business day of the first week of July for learning experiences that take place in July and August.

**High school** students **must** attach a copy of the student transcript; **Middle school** students seeking credit for a high school course must attach a copy of the most recent quarterly grade report. To request credit for a high school course taken before high school, students must complete Procedure 2410P-Exhibit F. The credit and the grade will be posted to the transcript.

Please allow 10-14 days for approval of outside learning experiences.

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_ Date of Application \_\_\_\_\_  
Last First  
Address/Zip Code \_\_\_\_\_ Home Phone # \_\_\_\_\_  
Student # \_\_\_\_\_ School Name \_\_\_\_\_ Gifted Program Yes \_\_\_ No \_\_\_ Year of Graduation \_\_\_\_\_

I am requesting approval for _____ Provider _____ (Course(s) (Institution)	
<b>Circle:</b> Semester 1 Semester 2 Year-long (both semesters)	
Student Signature _____	Parent Signature _____
<input type="checkbox"/> I support this request. <input type="checkbox"/> I <b>do not</b> support this request.	
Reason: _____ _____	
Date _____	Signature _____ Principal/Assistant Principal
Student's Counselor Name _____	
<input type="checkbox"/> I approve this request. <input type="checkbox"/> I <b>do not</b> support this request. <input type="checkbox"/> More information is needed to make determination.	
Reason: _____ _____	
Date _____	Signature _____ Director of Curriculum and Instruction
<input type="checkbox"/> I approve this request. <input type="checkbox"/> I deny this request. <input type="checkbox"/> Credit only - no grade. <input type="checkbox"/> Grade and credit.	
Reason: _____ _____	
Date _____	Signature _____ Executive Director of Student Services

Original: Registrar

Copy: Counselor

Copy: Student

Copy: Student Services

**Conditions for Approval of Outside Learning Experiences**

The Bellevue School District **will** grant credit toward high school graduation for outside learning experiences PROVIDED:

1. The learning experience is provided by an accredited institution
2. The learning experience meets district curriculum learning objectives
3. Students are scheduled in a minimum of six credits at the junior and senior levels and fully scheduled (seven credits) at the freshman and sophomore levels
4. On-line courses are offered by providers approved by the Office of Superintendent of Public Instruction’s Department of Digital Learning
5. Credit will be granted upon receipt by the registrar of an official transcript directly from the course provider institution.

**Grades for Outside Learning Experiences**

1. If the learning experience is for original credit and/or to meet a prerequisite requirement, the grade **will not be posted** to the Bellevue School District transcript.
2. Outside Learning may be accessed for credit recovery for a course that a student has failed. The credit and grade earned for the outside learning experience **will be posted** to the Bellevue School District transcript to replace the original grade. The original grade will remain on the transcript, but no credit will be given and the grade will not be calculated in the cumulative GPA.
3. Outside Learning may be accessed for grade improvement with the following conditions: Grade improvement can only be used for C or D grades, (2) there is a limit of one credit per year with a maximum of two credits that students can choose to improve through Outside Learning. Courses taken through Outside Learning for the purpose of grade improvement in excess of two total credits will not be posted to the Bellevue School District transcript, but students may opt to send these transcripts with their college applications.
4. Students enrolled in the Bellevue School District Gifted Program may use outside learning experiences for placement purposes in mathematics in accordance with program procedures. The grade earned for the outside learning experience **will not be posted** to the Bellevue School District transcript.

**Check the statement that applies to your proposal:**

- For courses taken for original credit and/or to meet a prerequisite requirement, students can earn credit and no grade will be posted to the high school transcript. **I am requesting that this course be posted to the high school transcript with credit but no grade.**
- For courses taken for credit recovery, students can earn credit and the grade will be posted to the high school transcript. The original grade will remain on the transcript, but no credit will be given and the grade will not be calculated in the cumulative GPA. **I am requesting credit and a grade for a course previously taken in the Bellevue School District.**
- For courses taken for grade improvement of a posted C or D grade, credit and grade will be posted to the high school transcript. The original grade will remain on the transcript, but no credit will be given and the grade will not be calculated in the cumulative GPA. **I am requesting credit and a grade for a course previously taken in the Bellevue School District. I understand I may not have more than 1.0 credit replaced in any school year with a maximum of 2.0 credits replaced on my transcript.**
- For courses taken for consideration of mathematics acceleration in the Bellevue School District Gifted Program, the grade earned for the outside learning experience will not be posted to the high school transcript. **I am requesting approval for this course with no grade posted to the transcript.**

Please provide reasons for the consideration of approval of this request.

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