



PSD Administrative Procedure Middle School Courses Earning High School Credit

Last updated January 2019

Original implementation 2010-11 school year *Courses taken prior to 2010-11 are not eligible.*

Eligible PSD Courses (Math and World Language only)

Algebra 1 (Connected Algebra), Algebra I, Algebra IB
Geometry, Geometry B
Algebra 2, Algebra II, Algebra IIB
Pre-Calculus, AP Statistics
Chinese Level 1
French Level 1 (French Level 1B), French Level 2, French Level 3, French Level 4
German Level 1 (German Level 1B)
Spanish Level 1 (Spanish Level 1B), Spanish I B, IBMYP Spanish 1B, Spanish Level 2, Spanish Level 3
Spanish Level 1C (only if credit not previously earned for Spanish Level 1 or 1B)
Spanish Literacy 2 (2B), Spanish Literacy 3 (3B), Spanish Literacy 4

Requirements

Students are eligible to receive PSD high school graduation credit for approved courses taught at a PSD middle school, or for out-of-district approved middle school courses reflected on an official transcript by **meeting the following requirements:**

For PSD middle schools

- Pass the course with a grade of D or higher AND
- Take the year-end PSD Summative Assessment (SA) AND
- Complete all four quarters of the year-long course

For out-of-district middle school courses

- Credit was earned at an accredited school
- Complete all four quarters of a year-long course

Middle School and High School Registrars will be responsible for completing transcription of credit earning courses under the described guidelines

- If there is question as to if a school is accredited the Curriculum Department will make the final decision
- Credit earned will be transcribed as recorded on the official transcript

Middle School Courses Earning High School Credit and the Impact on High School GPA

Grades received for credit earning courses **DO** CALCULATE into a student's high school GPA. The only way to negate this impact is to decline the HS credit by opting-out.

Middle School Course Earning High School Credit Opt-Out

As stated in District Policy IKF, Students/Parents have the option of declining high school graduation credit for approved courses taught at the middle school level. The window for declining HS credit begins the FIRST day of a student's ninth grade school year and ends the LAST day of a student's ninth grade school year. A ***PSD High School Credit for Middle School Courses Opt-Out Form*** (available online from the PSD website or from a high school registrar) requiring student, parent, and high school counselor signatures must be submitted to the high school registrar for processing. This form will be kept in the student's cumulative file. Once the credit is declined, the grade record removal is permanent and non-reversible.

Middle School Course Earning High School Credit Mandatory Opt-Out for Courses Repeated

A student who repeats the same course where high school credit was earned as a middle school student will **not** institute a mandatory opt-out for the repeated course. The repeated course will fall under the same guidelines of other courses repeated in high school. (See *PSD Administrative Procedure Course Repeat/Grade Replacement document*.)

At the time the course is scheduled for the student the Registrar will be notified and will enter "repeat forgiven" for the original course within the Course History area of the Student Information System.

When a student repeats a course, the better of the two grades will be reflected on the permanent record. Registrars will run a list of repeated courses (Synergy Report) each semester (quarterly at RMHS). The counselors will review the list to identify repeated courses. Registrars will enter "repeat forgiven" for the course within the Course History area of the Student Information System. The course with the lower grade will display on the transcript with an "R" and will reflect no credit if it is a credit earning course. A complete history of courses must be reflected in the permanent record.

The course repeat and grade replacement must **meet the following requirements:**

- The course ID for the repeated course must match the original course.
 - If there is any question of a difference in Course ID final approval will be made by the Director of Curriculum, Instruction and Assessment.
- The Director of Curriculum, Instruction and Assessment has final determination in all grade replacement decisions.

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CROSS REFS:

IKF-3, Graduation, Diploma, and Certificate Requirements

IKC, Grade Point Averages/Class Ranking