



Request to Transfer Course Credit from Outside Provider

Under District 203 Board Policy, students are permitted to earn up to 2 credits of academic work from accredited institutions outside of District 203. Students must secure prior approval before taking courses for transfer to the D203 transcript. Please follow the procedure below:

1. Prior to taking the alternative course, a student must complete this form, submit it to his or her counselor and receive approval;
2. Students must take the class(es) from an accredited institution;
3. A syllabus and/or course description must be submitted with this form;
4. A student statement – carefully explaining the need to take a course off-site must be completed (See page 2 of this form.); and
5. Once the course is completed, an OFFICIAL TRANSCRIPT from the outside institution must be sent to the High School Registrar.

Name of Student: _____ ID Number: _____

Year in School: 9 10 11 12 Credit(s) to be earned: _____

Name of Course: _____

Name of Institution: _____

Address of Institution: _____

Phone Number of Institution: _____

Institution Contact Person: _____

Start Date: _____ Date to be completed: _____

** Seniors: In order to count this course toward graduation, the course must be completed and transcript received by May 1.*

** If you are registered with the NCAA Eligibility Center, it is your responsibility to investigate whether the course will be accepted.*

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

AP of Curriculum and Instruction: _____ Date: _____

Copies to Student & Parent/Guardian, Counselor, and School Registrar

Student Statement

When considering whether or not to grant the credit transfer from an outside institution, we need to consider the rationale that makes this option necessary. Please provide a statement, explaining the need to take a course off-site.