

Student is interested in earning high school credit based on the demonstration of subject area competency. Learning is completed outside of the regular school day.

Student obtains an online Credit Flexibility Application (CFA) from the Office of Assessment and Alternative Education WCS web page. http://tinyurl.com/WCSalternativeeducation

Student and parent complete online form and submit the online application pending approval from their WCS school counselor and Westerville teacher of record (TOR) (if applicable).

After the school counselor and WCS TOR approval (if applicable) are received by the Office of Assessment and Alternative Education, it is the intent of personnel to electronically notify within 15 days the student, school counselor, and TOR as to the status of the application. (Approved or Denied)

One of the following decisions will be made:

Immediate approval for preapproved and online accredited courses such as Apex, Treca, Keystone, etc.

After CFA approval is received, the student completes the course with support from the TOR or outside company or club.

Once the course is completed, the TOR, Coach, or outside company sends an email to the Office of Assessment and Alternative Education with final course grade.

(It is the responsibility of the student to have this grade emailed directly to mcilwainn@wcsoh.org and/or hoffmanrh@wcsoh.org)

District logs are updated and an email grade transcription is sent to the student, the home school: Principal, School Counselor, Registrar, and the Teacher of Record, Director of Curriculum and Instruction, Executive Director of Secondary Academic Affairs.

Team Review

Sent to WCS Director of Secondary Curriculum and Instruction for review with content area specialists.

Team of content specialists will review, make decision, and electronically send decision to the Office of Alternative Education Services.

After CFA approval is received, the student completes the course with support from the TOR.

Once the course is completed, TOR sends an email to the Office of Alternative Education with final course grade.

District logs are updated and an email grade transcription is sent to the student, the home school: Principal, School Counselor, Registrar, and the Teacher of Record, Director of Curriculum and Instruction, Executive Director of Secondary Academic Affairs.

If denied, the student resubmits the application with improvements to the Office of Alternative Education for approval consideration.

If plan is denied, student may resubmit or appeal the decision.

The Appeals Committee makes a ruling within 10 school days of receiving the student's credit flex application. Appeals should be mailed to the Office of Alternative Education Services, 336 South Otterbein Avenue, Westerville, OH 43081.