

## **POST-SECONDARY OPTIONS/CONCURRENT ENROLLMENT**

### **School Notice to Students/Parents**

The school principal shall insure that information about the post-secondary options program is distributed annually to all students in grades 9-12 and their parents. General information about the program shall be included in the school handbook prepared for high school students. Specific information about the program shall be distributed annually before March 1 and shall include all deadlines and required forms for the following academic year.

### **Student Notice to Principal**

A high school student intending to enroll in a post-secondary program for the first semester of an academic year must submit the required notice form to the principal within one week prior to registration.

A student in grades 9<sup>th</sup> – 12<sup>th</sup>, intending to enroll in a post-secondary program for the second semester of an academic year must submit the required notice form to the principal within one week prior to registration.

The notice must include a description (course title, course number, and credit hours) of all course work for which the student plans to enroll and for which that student requests high school graduation credit. The notice will also include the mandatory meeting date between the student, parents/guardians, and counselor. The basis for the request as stated on the notice form must also be complete.

Requests on the basis of need for a different learning environment shall be accompanied by at least two letters of recommendation from the student's academic course teachers at Sierra Grande. These recommendations must indicate clearly that the post-secondary institution offers the appropriate alternative environment and that the student will be likely to succeed in that environment.

### **Principal's Determination**

The principal will determine whether the student is eligible for the post-secondary program on the basis that the student is in need of course work, not offered at Sierra Grande, or that the student is in need of a different learning environment. Great care

1<sup>ST</sup> Reading: 10/9/19  
2<sup>nd</sup> Reading: 10/23/19

**File: IHEDA-R**

shall be taken in making the determination regarding a "different learning environment." An institution of higher education is a unique learning environment and is not an all-purpose alternative to the public schools. A determination made on the basis of "different learning environment" shall carefully weigh the student's past performance, level of responsibility, and ability to succeed in the specific alternative environment.

Once the eligibility and the entrance requirements are met by the student to participate in the post-secondary program, the principal, with the recommendation of the school counselor, will determine if the requested courses are appropriate for high school graduation credit. Credit will be denied for courses which do not meet graduation requirements in subject content or grade. Remedial or summer courses taught at the institution of higher education will not be approved for the post-secondary option program. Courses with a course number of 100 or better will be weighted for purposes of grade point average, tabulated as part of the overall student GPA in determining class ranking toward graduation and awarded honors.

If the principal denies credit toward graduation for any of the requested courses, the principal will notify the student and parents/guardian in writing of the reason within ten (10) days of receipt of the student's notice of intent to enroll. The principal's action will be indicated in the space provided on the required notice form. The appeal process described below will be printed on the back of the required intent to enroll form. A copy of any required appeal form will also be attached to the student's copy of the denied request.

### **Appeal Process**

If the student decides to appeal to the Board, the appeal must be filed within ten (10) working days after receiving notice of denial of credit.

The Board must notify the student in writing of its decision within thirty (30) working days of the filing of the appeal. The decision of the Board regarding approval or denial of high school credit will be final.

Adopted: 12-13-93  
Amended: 3-3-2010, 11-7-2018, 11-6-19

CROSS REFS.: IKF, Graduation Requirements