

V. Application Process

- A. The CBE application can be initiated by any stakeholder in the Tyler Learning Community to include, administrators, counselors, faculty, parents and students. Blank applications are available on each campus. See the campus counselor.
 1. Interested applicants should make an appointment to meet with his or her counselor to discuss the best plan needed to meet individual academic goals. The counselor will establish the purpose of the student participation (acceleration or credit recovery).
 2. All applications must be validated by the student's current counselor against the applicant's official school records and current class schedule who will indicate the purpose of the CBE (acceleration or credit recovery).
 3. The Counselor will present all validated applications to the campus Principal or Principal Designee for approval.
 4. A student conference will be arranged by the CBE/CTC Coordinator to explain the remaining steps needed to complete the application process.
 - a. All applications are required to be signed by the student and the student's parent/guardian and returned to the CBE/CTC Coordinator by the student on or before the published "student deadline."
 - 1) Students taking a CBE for the purpose of **credit recovery** must submit payment of \$35.00 per semester exam with the signed application.
 - 2) Students taking a CBE for course acceleration do not submit exam fees.
 5. The designated CBE/CTC Coordinator is required to submit completed applications to the District Testing Coordinator on or before the published "campus deadline."
 - a. All fees collected for applications for Credit Recovery must be submitted with the application to the DTC.
 - b. Late Applications will be returned to the CBE/CTC Coordinator and assessments will not be ordered.

VI. How Does the Campus Counselor Determine If a Student Qualifies to take a CBE for Acceleration or Credit Recovery?

- A. A campus official (Counselor, Principal, and/or Assistant Principal) must first determine which the type of assessment a student qualifies to take before presenting the opportunity to the student and his/her parent/guardian for consideration.
 1. **Grades K – 8:** Students are required to successfully complete CBEs in all four cores, language arts, mathematics, science, and social studies with the goal of accelerating or skipping a grade level.
 2. **High School, Grades 9 – 12:** students can earn course credit two ways when taking a CBE.
 - a. **CBE for Acceleration (EA)** – A student has not received formal instruction in the course and takes the exam for credit. **The student must earn a minimum score of 80 on the CBE to qualify for acceleration.**
 - b. **CBE for Credit Recovery** – A student completed course work under formal instruction and did not earn credit for the course either due to excessive absences or incomplete work. **The student must earn a minimum score of 70 on the CBE to receive course credit.**

