

Notice of Intent to Complete a Correspondence Course

Student Name _____ Grade ____ Date _____

Course(s): _____

Reason(s) for seeking alternative credit: _____

Correspondence courses are an alternative method of earning high school credit. They do not provide the foundation and depth of instruction that a full year of instruction in a Westlake course provides. Completion of a correspondence course may not prepare you for the rigor and expectations of subsequent Westlake courses.

- We will accept correspondence credits earned through either Texas Tech or UT high school programs.
- A grade of 70% or higher is required.
- The grade will appear on the transcript but will not be calculated into the weighted GPA.
- The grade does not affect eligibility for “no pass/no play.”
- Correspondence courses may not meet NCAA eligibility requirements; consult with NCAA or your coach.
- **If the course is in an EOC-tested subject, students are still required to take and pass the EOC**
- Students are only allowed to take 2 credits of correspondence courses for graduation requirements.
- **A senior must complete the course and submit the grade for reporting at least 30 days prior to the graduation date in order to be eligible for graduation at the end of that semester.**

Math courses at Westlake have prerequisites; therefore, you may not register for a Westlake math course if you have not met those prerequisites (i.e. enrollment in Calculus requires completion of PreCalculus). If you plan to take a math course over the summer by correspondence, your counselor will change your Westlake schedule to the next level of math AFTER you have completed the prerequisite course. Westlake counselors discourage students from earning math credit by correspondence; students and parents should consult with the student’s current math teacher in making this decision.

*Please sign below indicating you have read and understand the implications of earning credit through a correspondence course. **Return this form to your counselor.***

Student

Parent