

Clark County School District  
**EXTERNAL CREDIT APPLICATION**

All external credits require prior approval from the student's school of full-time enrollment. Complete Sections I, II and III and return to the school counselor.

**Check the External Credit Requesting:**

\_\_\_\_\_ Community Service      \_\_\_\_\_ Educational Travel      \_\_\_\_\_ Physical Education II Waiver  
\_\_\_\_\_ Correspondence Course      \_\_\_\_\_ Enrichment Course  
\_\_\_\_\_ Dual Credit      \_\_\_\_\_ Online Course

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**SECTION I - To be completed by student**

\_\_\_\_\_  
Name of Student      Student #      School Year/Semester  
\_\_\_\_\_  
Home Address      City      Zip Code      Home Phone  
School of full-time enrollment \_\_\_\_\_ Current Grade (circle) 9 10 11 12

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**SECTION II - To be completed by student and instructor/coach**

Name of Course \_\_\_\_\_ Start Date \_\_\_\_\_ Anticipated Ending Date \_\_\_\_\_  
Attach copy of instructor/coaching credential/license or proof of course registration.

\_\_\_\_\_  
Instructor/Coach's Signature      Position  
\_\_\_\_\_  
Mailing Address      Day Phone Number

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**SECTION III - To be completed by student, parent, counselor, and administrative designee**

The student listed above has been approved to participate in this external credit course/program/opportunity, etc. Credit will be granted upon successful completion of the course/hours.

Institution: \_\_\_\_\_ Listed as a State Approved Accredited Agency:  Yes  No Course Title: \_\_\_\_\_  
CCSD Course Title: \_\_\_\_\_ CCSD Course #: \_\_\_\_\_ CCSD Semester: 1  or 2   
Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature      Date      Parent's Signature      Date  
\_\_\_\_\_  
School Counselor's Signature      Date      Administrative Designee's Signature      Date

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**SECTION IV - To be completed upon successful completion of the external credit**

\_\_\_\_\_  
Instructor/Coach's Signature      Date

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**SECTION V- To be completed by administrative designee**

CCSD Course \_\_\_\_\_ Grade \_\_\_\_\_ or Pass   
\_\_\_\_\_  
Administrative Designee's Signature      Date

## CRITERIA FOR EXTERNAL CREDIT REQUEST

Students enrolled in a high school in the Clark County School District may earn a total of six external credits. External credits are earned for course work completed outside the normal classroom setting and are consistent with the course of study prescribed by the state board. Not more than three credits in English, mathematics, science and social studies may be applied toward graduation. **All external credits require prior approval from the school at which the student is enrolled full-time.** A separate form is required for each 1/2 credit. External credit will not be granted for courses where credit has been granted, where the student is currently enrolled in the class, or for a course at a lower academic level than previously completed. The Honors designation will only be awarded for Advanced Placement courses. The Clark County School District will not accept responsibility for the student's personal or financial liability.

Appropriate documentation must be attached: summary of experiences and/or logs, instructor/coach credential or license, or proof of course registration. Any additional documentation will be determined by a school official and noted on the special instruction line in Section III.

### **USE THIS FORM FOR THE FOLLOWING EXTERNAL CREDITS:**

- **Community Service** 1/2 elective credit will be granted for volunteering 60 hours of time at an approved community agency.
- **Correspondence credit** will be granted upon successful completion of course work from a STATE approved correspondence school.
- **Dual credit** will be granted upon successful completion of a college/ university course. A 3 or 4 credit college course equals 1/2 high school credit.
- **Educational Travel** 1/2 elective credit will be granted for a 21 day educational trip/tour. The student will be required to submit a log with general descriptions of sites visited detailing items of interest, the student's reactions, and photographs of the student at the sites.
- **Enrichment** course credit will be granted for successful completion of academically accelerated course work at an accredited institution.
- **Online** course work through the use of technology from an accredited high school or college/ university may be granted credit.
- One-half credit of **Physical Education II** will be waived for a 60 hour activity completed under the direct supervision of a qualified instructor/ coach who is a credentialed or a licensed professional in that activity. In order for the activity to be approved, it must be geared toward competition and it is expected that the student will compete.

*Note: Course work completed outside the normal classroom setting is not subject to the same monitoring procedures as courses taken in a traditional high school.*