



Greenville Public School District Credit Recovery Referral Packet

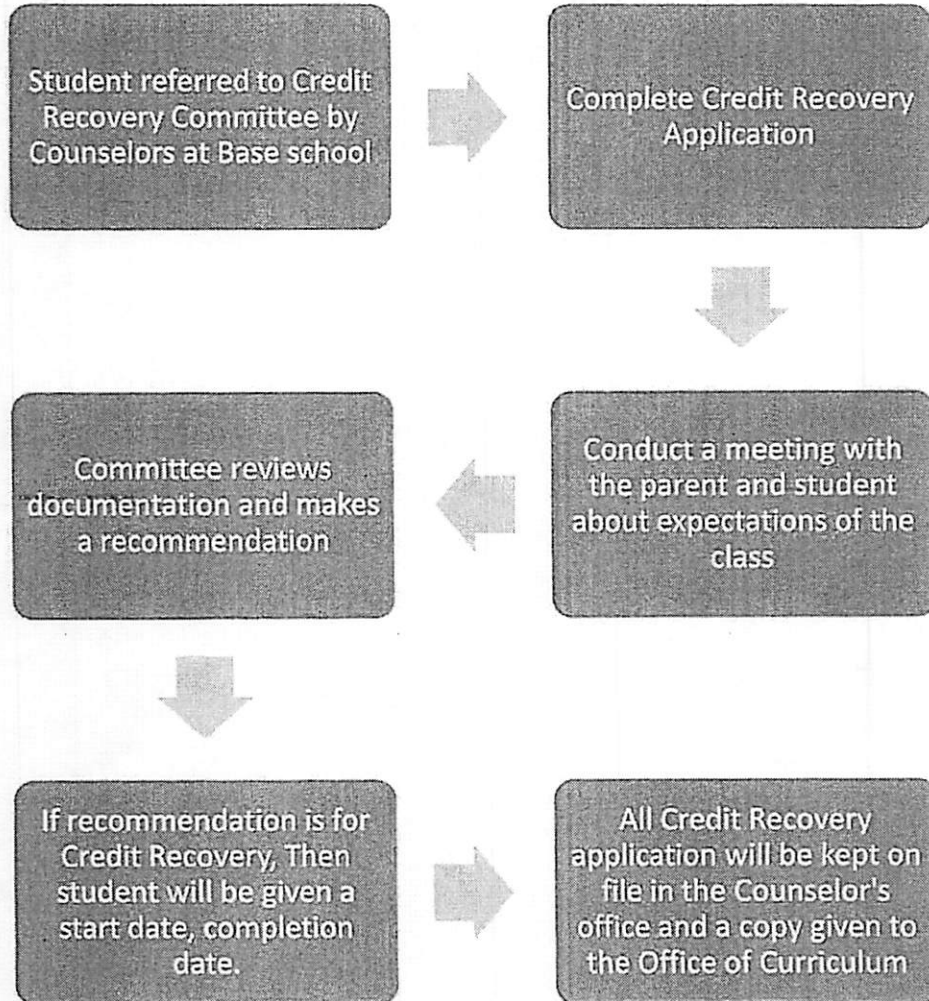
Student Name

Base School

Date Referred to District Credit Recovery Team

Office of Curriculum & Instruction

Greenville Public School District Credit Recovery Process



**Greenville Public School District
District Credit Recovery Committee Checklist**

Student's Name _____ MSIS # _____

Referring School _____ Grade _____ DOB: _____ Age: _____

Check one: Entrance Referral Exit Referral

Date Completed

- _____ Copy of Credit Recovery Application
- _____ Counselor Referral for Credit Recovery
- _____ Copy of Signed Parental /Student Agreement form for participation in Credit Recovery
- _____ Copy of transcript
- _____ Copy of recent disciplinary record from Sam7
- _____ Individual Instructional Plan (IIP)
- _____ Copy of CHOICES career plan
- _____ Copy of recent report card
- _____ Copy of recent attendance record from Sam7
- _____ Individual Education Plan (IEP) (if applicable)

ENTRANCE

I verify that this packet is complete and that the student's records are ready to be reviewed by the District Credit Recovery Committee.

District Credit Recovery

Member Approval/Disapproval

Member	Signature Approval	Signature Disapproval
Base School Principal/Asst. Principal		
Base School Counselor		
Graduation Coach		
Classroom Teacher		
SPED Representative (SPED only)		

Date referral packet was submitted to District Credit Recovery Team _____

TO BE COMPLETED BY THE DISTRICT CREDIT RECOVERY TEAM

Date referral received _____ Received by _____

District Credit Recovery Review Team Meeting Date _____

Team Recommendation _____

Date student enrolled in the Credit Recovery Course _____

CREDIT RECOVERY

Credit Recovery is defined as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion. The goal of the credit recovery program is to prevent students from dropping out of high school which will lead to an increase in the district's graduation rate.

The Greenville Public School District will implement a web-based curriculum program to provide extensive support for students in credit recovery, credit completion, remediation, and intervention. The District has set up a credit recovery program to help struggling students graduate. Students must go through an application process and be approved by the administration before participation will be allowed.

i. Admission to and removal from the Credit Recovery Program

Application Process

A. Student must apply to the Credit Recovery Program

STAGE I

- 1. The application must include the name of course to be recovered and recommendation from the counseling department.**
- 2. The application must include parental approval for participation in the Credit Recovery program.**
- 3. The application will be submitted to district review team to verify minimum criteria for participation, approves the credit recovery course, and verify approval of parent for participation in program.**
- 5. Once application is made and criteria verified, the application is approved or disapproved. (If disapproved, justification of disapproval is indicated.)**

STAGE II

- 1. If approved for credit recovery a timeline for completion is established.**

B. Timelines will be set for the completion of the Credit Recovery class.

- 1. A student who fails to make an effort to start the Credit Recovery course within 5 days of the established time line will be counseled by the counselor.**
- 2. A student who fails to make an effort to start the Credit Recovery course within 10 days may be removed from the program.**
- 4. A student who fails to complete the timeline established on the application will be removed from credit recovery, unless a waiver is given for special circumstance by the administration.**

CREDIT RECOVERY

Establishment of minimum criteria

A student must have made a grade of at least 50 in the course they are attempting to recover.

Eligibility

1. Students who have already received credit for a course are not eligible for Credit Recovery.
2. Students shall take no more than one Credit Recovery course per 18 week period, with a maximum of 2 courses per school year. (This 2 course limit does not include courses recovered during summer school sessions.) This requirement may be waived for students who have a serious illness and are or have been homebound.

II. Instruction

The Greenville Public School District will use web-based curriculum program to provide extensive support for students in credit recovery, credit completion, remediation and intervention. The district will provide training from the software company for the teachers and facilitators. Credit Recovery will be offered after school hours and during school as resources permit, unless the student has an extenuating circumstance, such as being homebound due to illness.

III. Content and Curriculum

The curriculum used by Greenville Public School District for Credit Recovery is aligned with the Mississippi Curriculum Frameworks. It has been approved by Mississippi Department of Education for credit recovery. The objectives for each course will be individually selected for the student by a Credit Recovery Committee.

IV. Grading

1. The student may receive only a score of 60% on any Credit Recovery course. Upon completion of the course a grade of 60 will be recorded for the course and it will be noted on the transcript.
2. Grading of the individual objectives will be through the use of post tests of the individual modules. A grade of 60 must be achieved on the module for the objective to be considered as mastered.
3. When a student is finished a Daily Usage Details and Pretest/ Posttest report will be submitted to the counseling department as documentation of student completion of modules.

CREDIT RECOVERY

**Greenville Public Schools
Credit Recovery Application**

Name _____ Date _____

Name of Course to be Recovered _____

Teacher/Counselor recommending recovery _____

Parental Signature for Approval of Credit Recovery _____

Signature of Student Applicant for Credit Recovery _____

Counselor Verification of Criteria for Participation _____

Signature

Counselor/Administrator Verification of Parental Approval _____

Signature

Administrator _____

Signature and Date

_____ Approval of Credit Recovery

_____ Disapproval of Credit Recovery

Justification of Disapproval _____

Timeline for Credit Recovery:

Beginning Date: _____

Expected Completion Date: _____

CREDIT RECOVERY

Drop Date for non-compliance _____

**GREENVILLE PUBLIC SCHOOL DISTRICT
PARENTAL / STUDENT
AGREEMENT FOR PARTICIPATION IN
CREDIT RECOVERY**

I understand that because this program is individualized to only the objectives I need to complete to comply with graduation, the grade I will receive for completion of the program will be a 60. This grade will be recorded on my transcript and denoted that it was completed through Credit Recovery (The program used will be approved by the Mississippi Department of Education for Credit Recovery.)

All tests will be taken on school property under school supervision.

I also understand that if I have not started the Credit Recovery program by the date stated on the application that I will be dropped from the program for non-compliance.

I, the undersigned, agree to the program for Credit Recovery.

Student Signature

Date

I, the parent of the above named student, do hereby give my consent for my child to participate in the Greenville Public School District Credit Recovery program. I agree with the above stated terms of the program.

Parent Signature

Date

Credit Recovery

**Directions: Please list the objectives not mastered for this course.
Please use one form per course being taken for credit recovery.**

Per policy: IDCAB

Credit Recovery Cycle: Fall _____ and/or Spring _____

Course: _____

Student's Name: _____

Please list the Mississippi College and Career Readiness Standard not mastered by the student for this course.

Example: RL.9.1	

Teacher's Signature: _____ Date: _____

****This form must accompany the credit recovery packet. ****

Greenville Public School District
Credit Recovery
Opt-Out Form

TO: *Parents/Guardians*

CREDIT RECOVERY

Credit recovery is defined as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content / skills required to receive course credit for graduation or earn promotion

INSTRUCTION CREDIT RECOVERY

The Board of Trustees of Greenville Public Schools realizes that students should have an opportunity to recover credit for a course that they have failed. Credit Recovery allows a student to earn credit for a course for which they did not previously receive a passing grade. In a credit recovery program, an assessment is made of the student's strengths and weaknesses in regards to the course content.

Based on this assessment, the student completes instruction only in the course objectives that have not been mastered. Upon successful demonstration of mastery for these objectives, the student receives credit for the course. A credit recovery course is tailored to the individual needs of each student and allows a student to earn credit in a few weeks or months rather than repeating the entire course. A credit recovery program can be effective way of helping students get back on track toward graduation, and perhaps encourage students to stay in school.

OPT-OUT CLAUSE:

Please sign below if you are opting out of credit recovery and deciding that your child ***will not*** participate for credit recovery activities for the Fall _____ and/or Spring _____ session. Please understand that by declining credit recovery services, your child's graduation status may be negatively affected.

Parent's Signature:	Date:
Student's Signature:	Date:
Counselor's Signature:	Date:
Principal's Signature:	Date:
Other Signature:	Date: