

Northport Homelink

High School Credit Process

1. As the parent/guardian communicates with the SLP consultant, they share their desire for the student to receive HS credit in each particular course. This gives the SLP consultant a heads-up and lets them direct families to materials that are appropriate as needed.
2. The parent/guardian writes the WSLP with the state EALRs and GLEs listed as much as possible.
3. The parent/guardian then completes the Course Credit Approval form, including a schedule, grading summary, standards, syllabus, etc. The parent/guardian signs and turns the Course Credit Approval form and the text or instructional materials (if applicable) in to the SLP consultant who reviews it, signs if it appears to be a 'credit-worthy' course in their opinion, and keeps a copy.
4. The SLP consultant then returns the materials and Course Credit Approval form to the Homelink office.
5. The Homelink office requests a review of the course by a Highly Qualified teacher in that subject area. When completed and approved, the Homelink office returns the material to the student, but keeps a copy of the Course Credit form and the schedule, syllabus, and grading form, for the student's file.
6. The student completes the work according to the schedule and syllabus. Depending on the course, some assessments may need to be proctored or projects/essays may need to be reviewed by the SLP consultant or Homelink staff.
7. Upon completion of the course (or within a month of completion of the course), the student will turn in their entire portfolio of work, with the lessons completed, the assessments and projects, and the grade summary, syllabus, and Course Credit Approval form, in an organized and well-presented binder for the course. The parent/guardian will sign and complete the credit review form and attach to binder.
8. The SLP consultant will review the grades assigned by the parent for accuracy and recommend for or against issuing credit to the student for the course by signing the course credit review.
9. A copy of the Course Credit Approval form, the course credit review, and the grade summary will be given to Tanis and/or Stephanie to enter the course in the system in order to issue credit.
10. The student will receive an updated transcript, including all credits issued through the Homelink program.