



## Off-Campus Course Credit Request Form/Credit Transfer Form

Students participating in extracurricular activities on a regular basis outside regular Liahona school hours may request to receive high school credit. In order for an extracurricular course to be considered for credit, please submit the following information:

- \* Class/ course title with description of activities or lessons.
- \* Contact information for the teacher including teacher qualifications
- \* Participation in the class/activity: 45 hours = .25 credit    90 hours = .5 credit  
135 hours = .75 credit    180 hours = 1.0 credit
- \* Show a portfolio or final exam. This can be a video of a performance, a written exam, a completed project pertaining to the course, or other appropriate medium. **EACH CLASS MUST BE GRADED BY THE TEACHER. *Liahona reserves the right to determine course credit eligibility.***

Students who are taking classes through other accredited schools or sources may have their grades sent to Liahona to be included on their official transcript. There is a \$20 (per credit) transfer fee for courses taken from another accredited institution.

Student Name :

Grade:

Class/Course Title:

Course Description:

Credit Category:

Number of Credits:

Teacher Name:

Teacher Phone #:

Teacher Qualification:

Fees:     \$50 - up to .5 credit     \$100 - up to 1.0 credit     \$20 - (per credit) transfer fee  
Payment:  check     auto check     auto charge.

*For Office Use Only:*

Permission to receive credit for this class/activity is:

- Granted     Denied
- Fee Received

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Carl Stubbs- Principal

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Kolleen DeGraff- Administrator