

Correspondence Course Contract for Credit Recovery

Name of Student: _____ Date: _____

Course Title: _____

Name of Institution: _____

Final grade must be received by LP by: _____

1. Courses required for graduation may be taken only if the student has failed the course in the regular high school curriculum. Elective courses may be taken.
2. Student's eligibility for correspondence courses is determined with the help of their school counselor.
3. The principal must approve the course in advance.
4. The application for course work is completed by the student and parent. A parent signature is required in the event that the student is younger than 18 years of age.
5. All fees for the course and course materials will be the responsibility of the parent and/or student.
6. The counselor will act only as final examination supervisor. It is understood that all coursework be completed by the student. It is further understood that the counselor does not teach the student the material, and will not continually check to see if work is completed. It is not the counselor's responsibility to check student's progress.
7. It is understood that just enrolling in a correspondence course does not guarantee successful completion.
8. It is the responsibility of the student to ensure that all course work and exams are completed well in advance of the due date for the final grade. In many instances, the institutions grading the course work and exams take up to 2 weeks to do so. It is recommended that the final exam be taken 2-3 weeks before the final grade is due in order to ensure the student meets the grade deadline. Plan your time accordingly.

Student Signature: _____

Parent Signature: _____

Counselor Signature: _____

Principal Signature: _____