

**Credit for Proficiency: Out of Class Learning****Application Procedures**

Not more than six total credits toward graduation requirements may be earned through Proficiency-Based Credit award option outside the regular school program unless otherwise stipulated in the student's Education Plan.

Evidence of proficiency used for credit options outside the regular school program must be current. Current is defined as produced within the previous twelve calendar months.

Credits earned through the proficiency options outside the regular school program will earn a Pass/Fail grade.

***Credit for Proficiency: Out of Class Learning*** - Students may apply for approval of a plan to earn credit for proficiency for learning that is not represented in a course offered by the Beaverton School District. This process allows a student to submit a collection of evidence to demonstrate proficiency as determined by existing national or international standards in the applicable field of study.

**APPLICATION PROCESS**

1. Student completes the Out of Class Learning and the Learning Experience Plan Form and submits it to the counseling office at the student's home school.
2. A building review committee will review the application. District agreements regarding the sufficiency of the proposed collection of evidence. The student will be notified within 30 days if the application has been approved or denied. If the application is denied, the specific reason(s) will be discussed with the student. The committee may offer the student an opportunity to resubmit the application. The site decision is final.
3. The student will prepare the collection of proficiency evidence according to criteria provided by the school and in compliance with the timeline provided.
4. The collection of proficiency evidence will be reviewed by a building committee that includes at least one teacher from the content area and at least one teacher who reviewed the initial application. The determination of the committee will be recorded on an evaluation that mirrors the proficiency criteria. A copy of this form will be kept on file at the school. Another copy will be given to the student. The site decision is final.

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**Denied Applications:** The committee will either deny the application or, allow 10 days to modify and resubmit the application. If extra time is allowed, the committee will specify the modification necessary for resubmission. Only one resubmission is allowed. There is no appeal of this decision.

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**Approved Applications:**

5. A Building Mentor will be assigned. The Building Mentor will meet with the student within 14 days of approval to establish a mutually agreeable calendar for progress monitoring. According to the agreed upon schedule, the student, with guidance from the Building Mentor, will work on completing a Collection of Evidence that demonstrates proficiency of the recognized national or international standards in the applicable field of study as outlined in the Learning Experience Plan.
6. The Collection of Evidence will be evaluated by the Building Review Committee. The student will be notified if they need to be present during the review process.
7. The Building Proficiency Review Committee will notify the student of the decision according to the timeline. If the Collection of Evidence meets the proficiency criteria, a grade of "PASS" will be entered on the student's transcript. There is no appeal of this decision.

Application



School Stamp & Date Received

Student Name: (last) (middle) (first)

School Currently Attending: Current Grade:

Student ID#: Birth Date:

Parent/Guardian:

Home Address: (street) (city) (state) (zip)

Phone:

Email:

Course Name: Credit:

Student Signature: Date:

Parent/Guardian Signature: Date:

School Official Signature Date

School Official Name and Title:

**Application Timeline:**

- Initial application due six weeks prior to the end of semester.
- Completed form due thirty days prior to the end of semester.



School Stamp and Date Received:

Student Name:

(last)

(first)

(middle)

Learning Targets:

In the space below or with an attachment, clearly identify the Learning Targets drawn from recognized national or international standards in the applicable field of study.

Amount of Credit Requested:

Indicate the amount of credit requested:

Plan for the Collection of Evidence:

In the space below or in an attachment, please indicate what will be included in the collection of evidence. Indicate how the collection will provide evidence of proficiency of the learning targets. The targets may be addressed individually, holistically or in connected groupings

Timeline:

In the space below or attached, please provide a timeline of the work to be completed:

Signatures:

Building Mentor's Name:

Building Mentor's Signature

Student's Signature:

Date: