

2011-2012
Spirit Christian Academy
Guidelines for
Application for Academic/Elective Transfer Credit

- 1) Parents must submit, **prior** to course starting, a separate form “Requested Approval for Transfer of Credit”. If a student would like to receive junior high or high school credit for course work taken outside of Spirit Academy AND the student meets Spirit’s residency requirement, this application must be filled out, in its entirety, at the end of each semester. This applies to all types of courses, be they fine arts, core academic courses or physical education. If course was not approved **prior** to student(s) starting the course, application may be denied.
- 2) Please review the attached sheet as to what **must** accompany this Application. In most instances with regard to core courses, copies of graded student work **must** accompany this Application. Please consult the attached sheet as to what is required to submit with application. Any incomplete Application will not be processed and will be returned. Please submit required copies of student work as the work will not be returned. In some instances, we may request additional documentation for a course.
- 3) Please remember that in order to receive 5 units per semester for a course; a student **must** complete an equivalent amount of time per week in instruction, studying time, application or practice that is necessary to demonstrate mastery of that subject over an 18 week period. If a course is completed during the summer, these same requirements apply. This applies to all courses.
- 4) If a course is accepted, it will appear on the student’s transcript and a grade will be factored into the student’s current GPA. Transfer grades do not appear on the report cards, only transcripts.
- 5) All high school students who enroll at Spirit for the first time must submit an “Application for Transfer of Academic/Elective Credit” for those courses previously taken at a prior school that a student wishes to be considered toward Spirit’s graduation requirements.
 - a. If you are transferring from a public or private school the official transcript will be your application.
 - b. If you are transferring a course from a home school setting, then you will need to fill out the Application for Transfer of Academic/Elective Credit and attach the appropriate documentation as listed below in order to obtain approval of those credits you wish to transfer to Spirit. Please remember that Spirit might ask for additional completed work from your student, which would show satisfactory completion of the course.
- 6) Deadline for submitting this application is no later than **two weeks** after first semester and within **one week** of the end of second semester. Please note: Unless prior approval has been given, applications will no longer be accepted after the new school year has begun.

If you have any questions or need assistance completing this application, please contact the office at 714-731-2630. Attached is the Application itself as well as a list of the required documentation for each type of class.

Thank You!!

2011-2012
Spirit Academy- High School
Application for Academic/Elective Transfer Credit

Section 1: Student Information

Student Name: _____
Date of Birth: _____ Current Grade: _____
Parent's Name: _____ Phone Number (____) _____
Email Address: _____

Section 2: Residency Requirements (High School Only) (mandatory)

Freshman Year: 4 core classes are needed; please list those courses here:

Sophomore Year: : 4 core classes are needed; please list those courses here

Junior Year: : 3 core classes are needed; please list those courses here

Senior Year: 3 core classes are needed; please list those courses here:

Core classes are as follows: Mathematics, English, Science, Social Studies, Bible, Foreign Language and Computer Science. In order to meet residency you must take the required number of core classes at Spirit. **If residency is not met, then outside classes will not be included on transcript and there is no need to submit this application.**

Section 3: Course Information

Name of Course: _____ 1st Semester _____ 2nd Semester _____

If the course is a core subject matter course and covers the materials that would be covered in a Spirit course, please name the course the same name as the Spirit Course. For example, if you are teaching the same course work that we are teaching for 7th Grade History please call it World Studies.

Course taken at (please check one): Home _____ School _____ Other: _____

Grade in which course work was completed: _____ (i.e. 9th grade)

Date Course Began: _____ Date Course Ended: _____

Total Number Of Weeks: _____

Hours of instruction/study/practice time completed per week: _____

Course Grade Received: _____ % and _____ (letter grade)

If course was completed at an accredited school (i.e. a community college) please list the following information about the school and attach A TRANSCRIPT.

Name of School: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone Number: (____) _____

Section 4: Homeschooling Information

If the course was taught in a homeschooling environment, please fill out the following:
Instructor of Course:

Text/Curriculum Used: Please be specific. Please list **exact** title, grade level and publisher of each text book. (For example: Life Science, Grade 7, Bob Jones University Publisher)

Describe all major topics/concepts taught during the semester. (**Please be specific**)

Describe the method of evaluation for this course (i.e. grade was based on accumulation of total points or certain types of work was given more weight than others) and **attach a copy of your detailed grade book.**

Please remember to attach a copy of your grade book and any required documentation.

Signature of

Instructor: _____ Date: _____

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**Documentation Required for
Transfer of Academic or Elective Credits**

All assignments and assessments must be graded and date of completion written.

Subject	Required Documentation
Bible	<ul style="list-style-type: none">• End of the Semester Comprehensive Exam (covering the semester being submitted) OR• End of the Semester Paper (i.e. Research Paper) covering the semester being submitted, minimum 2 pages written in MLA format. AND all of the following:• One written assignment (two page minimum) on one topic of student's choice – written in MLA format.• Daily log of Bible reading, studying or activity
English	<ul style="list-style-type: none">• End of the Semester Comprehensive Exam (covering the semester being submitted) OR• End of the Semester Paper – graded (minimum 3 pages using MLA format) covering the semester being submitted. AND all of the following:• Minimum of Two Graded Writing Samples: For example: One must be from first quarter and second writing sample must be from second quarter - minimum two pages each, written in MLA format.• Two graded tests (one from each quarter) and four graded quizzes (two per quarter) i.e. spelling, vocabulary, grammar• Minimum of five assignments: This can be from vocabulary and/or grammar workbooks, reading workbooks (such as Total Language Plus or Progeny Press, etc.) and/or additional writing assignments.• List of novels read during semester: Minimum of one per semester. (please see list of suggested grade-level novels that have been approved)
Science	<ul style="list-style-type: none">• End of the Semester Comprehensive Exam covering the semester being submitted OR• End of the Semester Paper – graded (minimum 2 pages using MLA format) covering the semester submitted AND all of the following:• Lab Notebook detailing a minimum of 10 graded labs completed and lab reports must be in the generally accepted scientific method format. Do not submit lab book – please make copies for school records.• Two graded tests (one from each quarter) and four graded quizzes (two from each quarter).
Social Studies	<ul style="list-style-type: none">• End of the Semester Comprehensive Exam covering the semester being submitted OR• End of the Semester Paper (i.e. Research Paper) minimum two pages, covering the semester being submitted, written in MLA format. AND all of the following:• Minimum of five graded assignments: This can be Chapter Reviews, Section Reviews, writing assignments, and/or research papers.• Two tests (one from each quarter) and four quizzes (two from each quarter).

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**Documentation Required for
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Fine Arts	<ul style="list-style-type: none">• End of the Semester Comprehensive graded Exam (covering the semester being submitted) OR• Cumulative Project showing mastery of content for the semester (covering the semester being submitted) OR• If performance or exhibit is final, then some type of evaluation by teacher must be submitted. <p style="text-align: center;"><u>AND all of the following:</u></p> <ul style="list-style-type: none">• A log/journal must be submitted listing dates of ongoing lessons and should reflect weekly, in the log, on what they have learned. Total of weekly hours must be listed per week. Minimum of five hours per week.
Computer Science	<ul style="list-style-type: none">• End of the Semester Comprehensive graded Exam covering the semester being submitted– OR• Cumulative Project (covering entire semester being submitted) showing mastery of content for the semester. <p style="text-align: center;"><u>AND the following:</u></p> <ul style="list-style-type: none">• A log/journal must be submitted listing dates of ongoing lessons
Mathematics	<ul style="list-style-type: none">• End of the Semester Comprehensive graded Exam – (covering the semester being submitted) <p style="text-align: center;"><u>AND all of the following:</u></p> <ul style="list-style-type: none">• Minimum of 5 graded homework assignments and minimum 2 graded tests (one from each quarter) must be submitted.• Minimum 4 graded quizzes (2 from each quarter)
Foreign Language	<ul style="list-style-type: none">• End of the Semester Comprehensive Exam, graded (covering the semester being submitted) OR• End of the Semester Paper (i.e. Research Paper) minimum two pages, covering the semester being submitted, written in MLA format. <p style="text-align: center;"><u>AND all of the following:</u></p> <ul style="list-style-type: none">• Minimum 5 graded homework assignments and minimum 2 graded tests (1 from each quarter) must be submitted.• Minimum 4 graded quizzes (2 from each quarter).
Electives	<ul style="list-style-type: none">• End of the Semester Comprehensive Exam-graded (covering the semester being submitted) OR• End of the Semester Paper (i.e. Research Paper) minimum 2 pages written in MLA format. <p style="text-align: center;"><u>AND all of the following:</u></p> <ul style="list-style-type: none">• Log of activity, project• Minimum five graded ‘assignments’ per semester
Physical Education	<ul style="list-style-type: none">• Student should keep a log of time spent and should reflect weekly, in the log, on what they have learned. ‘Physical Education Transfer Form’ must be filled out as well. As of 2011-2012 school year, no more than 5 units will be given per semester.

Minimum Gradebook Requirements

Minimum of two graded assignments must be listed per week (i.e. spelling, grammar, reading workbooks, math assignments, science papers, etc.) Reading assignments do not count as meeting minimum (for example: Read Fahrenheit 451 = 100%)

Minimum of three forms of assessment per quarter: Quizzes and/or tests only.

Gradebook must include list of specific chapter titles, corresponding page numbers and dates that assignment was completed for each semester.

Determining Grade: For example; the 'Point System' may be used or 'Weighted Percentages'. Whichever grading system you determine to use, this must be listed in detail on the application and gradebook including how final semester grade was determined.