

**Provo City School District**  
**Policy Series 4000: Curriculum, Instruction & Assessment**



4435 F1

## **Middle School Proficiency Credit Application**

Not more than five total Middle School courses may be earned through Proficiency-Based Credit award option outside the regular school program unless otherwise stipulated in the student's Education Plan. Courses eligible for Proficiency-Based Credit include: Health, Physical Education, Digital Literacy, College & Career Awareness, and The Arts.

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 Prior Learning:* Students may apply for credit if they have reached proficiency in all the long-term learning targets in a course offered by the Provo City School District. This process allows a student to present a collection of evidence to demonstrate proficiency in lieu of taking a class.

### **APPLICATION PROCESS**

1. Student completes the application and the School will provide the student with the learning targets for the course.
2. Student reviews the course learning targets and completes the Collection of Evidence form. Once completed, the form is submitted to the counseling office at the student's home school.
3. A building designee will review the application to determine if it is complete. Completed application will be forwarded to the Building Proficiency Review Committee.
4. The Building Proficiency Review Committee will review the application and Collection of Evidence to determine whether the student has demonstrated proficiency on all the long-term learning targets associated with the course. The committee will include at least one teacher from the content area and the building designee who reviewed the initial application. The determination of the committee will be recorded on an evaluation that mirrors the proficiency criteria. A copy of the form will be kept on file at the school. Another copy will be given to the student. The site decision is final.
5. If the evidence is sufficient, the student will receive a "P" for the course.
6. Notification of the committee's decision will occur within 30 calendar days of application deadline.

**Denied Applications:** The committee will either deny the application outright 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.

**Approved Applications:** The student's transcript will be updated to show that credit was awarded.

## Credit for Proficiency

## Application



School Stamp & Date Received

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

School Currently Attending:

Current Grade:

Student ID#:

Birth Date:

Parent/Guardian:

Home Address:

(city)

(state)

(zip)

Home 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.

# Collection of Evidence



School Stamp and Date Received:

Student Name:

(last)

(first)

(middle)

School Currently Attending:

Course Title:

Student ID Number:

Using the long-term and supporting learning targets provided with this application, describe below how you have met the learning required for this course. Please attach specific documentation of your learning.