

Summer School or Online Course Request

Student: _____ Year in school _____

Please check one: _____ summer school class _____ online class

Title of course being requested: _____

Name of school offering this course: _____

- Is this class needed in order to make up for a poor grade? _____
- If so, what class are you repeating? _____

A student may repeat a course in which he/she received a grade of D if he/she wishes to improve his/her record or in which a C or better is required as a prerequisite to another course. The student does NOT receive units for the make up course under these conditions. Both the original grade of D and the newly earned grade will appear on the student's transcript. (Student-Parent Handbook page 11)

- Is this class being taken in order to move ahead in an area of study? _____
- If so, what class at St. Lawrence Academy would you like to take next year after you have completed this course? _____

A student who wishes to take a course to move ahead in an academic program must earn a B or better in the course to receive credit in lieu of taking the course at St. Lawrence Academy. (Student-Parent Handbook, page 12)

- Any course a student would like to include on a St. Lawrence Academy transcript must be approved by an administrator before the student registers for the course.
- In the case of an online class, even if the course has been approved, it will not be listed on the transcript unless **the final exam is proctored at St. Lawrence Academy.**
- Student must request a transcript be mailed to St. Lawrence Academy to verify class grade and credits earned.

I have read the above statements and understand the stipulations for receiving credit for a summer school or online course and for having it included on my transcript.

Student signature: _____ Date: _____

Parent signature: _____

Approval of administrator: _____ Date: _____

Comments:

