Credit Flexibility Flowchart

Student obtains credit flexibility information/application from school counselor or online.

Student discusses credit flex proposal with school counselor.

Student and parent develop credit flexibility plan, complete application and submit to school counselor by deadline.

Counselor ensures application is complete prior to submitting to principal.

Principal convenes credit flexibility committee.

Within 30 days, committee reviews application and principal communicates decision to student and parent in writing.

- If revisions are required
- If approved
- If denied

If approved:
Student implements credit flexibility plan.

If denied:
Appeals to PLSD superintendent

For course proficiency/test out:
School counselor collects test fee, orders test materials and schedules the exam. Counselor arranges test proctor and returns completed test to ACT or CollegeBoard.
Registrar records grade on transcript and communicates status to student and principal.
School log updated.

For educational options:
Student proceeds with plan.
Student completes plan and confirms with teacher of record.
Teacher fills out grade report and submits to registrar.
Registrar records grade on transcript and communicates status to student and principal.
School log updated.