

Christian Life Preparatory School

Transfer Credit Information Form

Christian Life Preparatory School accepts applications for transfer credit from any student who is currently enrolled at CLPS or who is entering CLPS for the first time. The class submitted for transfer credit must be equivalent in content, level, and rigor offered by Christian Life Preparatory School.

General Information

- 1) Simply turning in an application for transfer credit does not ensure approval. Approval will be decided after receiving all the documentation for the transfer.
- 2) A \$25 processing fee (per course) is required for each Transfer Credit Application. This fee can either be paid by check in the front office or it can be billed to your CLPS account.
- 3) Although Christian Life Preparatory School may accept this course for diploma credit, CLPS is not in a position to validate this course for any other educational institution.
- 4) If a course is accepted, it will appear on the student's transcript as a 'TR'. However, transferred courses will not be calculated into the student's overall average or GPA.
- 5) Christian Life Preparatory School may request additional documentation for this course.

Academic Courses- Along with completing the 'Transfer Form for Academic Courses', students must also:

- 1) **From an accredited high school**
 - a) Submit an official transcript from the school where the student received the actual credits. The student must have a final grade of 70% or higher.
- 2) **From a homeschool or informal setting with a paid Instructor**
 - a) Log 5 hours of work per week for 16 weeks to receive credit for one semester. Students must spend at least 1 of the 5 hours per week with an instructor.
 - b) Have used a standard high school level textbook or curriculum.
 - c) Submit a portfolio (closed book tests or essays, major written compositions, quizzes, completed projects, research papers, daily work, and end-of-course cumulative exam, etc.). The student must earn a 70% or above on the end-of-course exam.
 - d) Submit an official grade report. The student must have a final grade of 70% or higher.

Elective Courses- Along with completing the 'Transfer Form for Elective Courses', students must submit the following:

- 1) **Fine Arts-** students submit a log of hours spent developing their fine art skill. Hours can include time spent practicing, performing, competing, and taking lessons.
80 hours = 1 semester (3 credits); 160 hours= 2 semesters (6 credits)
- 2) **Physical Education-** students submit a log of hours spent in their sport. Hours can include practicing, playing in a game, or training with a coach. 80 hours = 1 PE credit
- 3) **ACT/SAT Prep Course-** students register independently for either Dr. Tarpley's ACT course or Mary Hamilton's SAT course. Upon the completion of the course, the instructor signs the transfer form verifying that the student successfully completed the course.
- 4) **Driver's Education-** students register independently for a driver's education course of their choice (Sears or through an online driving academy). Upon completion, copy the completion certificate and submit it with the transfer form.

Christian Life Preparatory School

Transfer Credit Form for Academic Courses

Student Name _____ Date of Birth _____ Current Grade _____

Parent Name _____ Phone Number _____

Address _____ City _____ Zip _____

I have read and understand the information found on the 'Transfer Credit Information Form'

Parent Signature _____

Name of Course _____ Full Year _____ 1st Semester _____ 2nd Semester _____

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

Name of School _____

Address _____

City _____ State _____ Zip Code _____ Phone Number _____

Instructor of the Course _____

Instructor Qualifications _____

Text/Curriculum Used _____

Date Course Began _____ Date Course Ended _____ Number of Weeks _____

Hours of Direct Instruction time per week _____ Time spent outside of class _____ (study/practice time)

Course Grade Received _____ How was the grade determined? _____

Signature of Instructor _____ **Date** _____

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Transfer Credit Form for Elective Courses

Student Name _____ Date of Birth _____ Current Grade _____

Parent Name _____ Phone Number _____

Address _____ City _____ Zip _____

I have read and understand the information found on the 'Transfer Credit Information Form'

Parent Signature _____

Name of Course or Activity _____

Type of Elective: Fine Arts _____ Physical Education _____ ACT/SAT Prep _____ Driver's Education _____

Name of Team/Class/Course _____

Name of Instructor/Coach/Supervisor _____

Date Course/Activity Began _____ Date Course/Activity Ended _____

Hours Completed (for Fine Arts and PE) _____

Fine Arts: 80 hours = 1 semester (3 credits); 160 hours= 2 semesters (6 credits)

PE: 80 hours = 1 PE credit

Signature of Instructor _____ **Date** _____