



Mahopac High School

Phone: 845-628-3256

Fax: 845-628-3350/4380

421 Baldwin Place Road, Mahopac, New York

Transfer/Alternative Credit Request Form

Introduction

Per NYSED regulation, the principal can award transfer credit for work done at other educational institutions, online and through independent study. The decision to award credit is based on whether the student's record indicates that the work is consistent with New York State commencement level learning standards and is, of comparable scope and quality to that which would have been completed at Mahopac High School. Per NYSED regulation, independent study credits may be used as "elective credits" only. A school-based panel consisting of the principal, a teacher in the subject area, and a guidance counselor or other administrator, will review requests. Students should seek approval prior to registering for the course.

Student Information

Student Name: _____ Grade: _____ Date: _____

Phone: _____ e-mail: _____ Counselor: _____

Course Request Information

Educational Institution Affiliated with this Course: _____

Website: _____ Contact Person Name: _____

Contact Person Phone: _____ Contact Person e-mail: _____

Teacher Name: _____ Teacher Phone/e-mail: _____

Is the Teacher a NYSED Certified Teacher in this subject? ☐ YES ☐ NO ☐ DON'T KNOW

A Course Description is Attached: ☐ YES ☐ NO If no, why not? _____

Describe the Grading System (pass/fail, letter grades, 100 point scale, etc.): _____

Course Start Date: _____ Course End Date: _____ Hours Per Week: _____ Total Hours _____

Reason for taking this course: _____

Submit this form to Dr. Matthew Lawrence – MHS Principal at MHS or lawrencem@mahopac.k12.ny.us

For Administrative Use: Date of Review: _____ ☐ Approved ☐ Denied

Additional Notes: _____