New Transcripted Credit Course and/or Instructor

Curriculum Design Specialist sends employment packet and certification documents to High School Instructor only the first time s/he teaches a transcripted credit course.

High School Students complete registration forms and High School Instructor returns forms to Curriculum Design Specialist

Curriculum Design Specialist develop transcripted credit course contract(s), prints and signs two copies, and sends to High School Administrator for signature

Curriculum Design Specialist sends grade roster (with return due date) to High School Instructor; cc Principal

High School Instructor determines if course competencies were met and determines final student course grades

Registrar’s Office sends transcripts to all students with a grade of C- or better at the end of the school year.

High School students complete registration forms and High School Instructor returns forms to Curriculum Design Specialist

Curriculum Design Specialist sends registration packet to High School Instructor

High School Administrator returns one signed contract to Curriculum Design Specialist and retains one copy for high school files.

High School Instructor(s) complete forms and turn in at planning meeting

WITC Instructor and High School Instructor meet to plan and discuss course(s) and requirements.

WITC Contract Specialist bills High School for tuition and fees

High School Instructor(s), High School Principal, WITC Instructor, WITC Dean & Curriculum Design Specialist meet to proceed with mentoring checklist and responsibilities.

WITC Instructor and High School Instructor communicate at least three times every semester

WITC Instructor and High School Instructor meet to plan and discuss course(s) and requirements.

WITC Instructor and High School Instructor meet to proceed with mentoring checklist and responsibilities.

Continuing Transcripted Credit Course and Instructor

High School Instructor(s) or Administrator completes a Transcripted Credit Request form for all transcripted credit course offerings for the year.

Curriculum Design Specialist develops MOU and routes for needed signatures from WITC and High School. Copies sent to Academic Dean, WITC Instructor, and High School Administrator.

High School bills WITC for instructional costs (exact amount as tuition and fees) Bill is sent to Curriculum Design Specialist

High School Instructor(s) meet to plan and discuss course(s) and requirements.

High School Instructor(s), High School Principal, WITC Instructor, WITC Dean & Curriculum Design Specialist meet to proceed with mentoring checklist and responsibilities.

WITC Instructor and High School Instructor meet to plan and discuss course(s) and requirements.