

SOUTH BURLINGTON SCHOOL DISTRICT

**HIGHER EDUCATION OPPORTUNITIES
FOR HIGH SCHOOL STUDENTS**

The South Burlington School District would like to support students in pursuit of educational opportunities that exceed offerings at South Burlington High School. It is stressed that guidelines will be followed and no financial commitments are made before approval is received in writing from the Principal.

Approval may be granted for one 3-credit course per semester and, in no instance, will such approval exceed two semesters. This procedure applies only to students in grade 11 and 12 at the South Burlington High School. Requests will be considered as long as funds are available.

PROCEDURES FOR ADMINISTERING REQUESTS

Procedures for administering requests for educational opportunities beyond that encompassed within the regular school program follow.

1. Verbal requests from students for college classes will be reviewed by and discussed with the student's guidance counselor to ascertain that the requested course is not part of the South Burlington High School Program of Studies. The guidance counselor will also consider
 - Independent study options in the area of interest as well as in other academic disciplines
 - Relevant courses in other departments
 - College courses
 - Area school/work study/early graduation
 - On-line or distance learning
 - Alternate avenues for funding (i.e. Next Generation funds)
2. If appropriate and recommended by the student's guidance counselor, the student will submit a request in writing (Appendix A).
3. Upon submission of the written request, it will be referred from the guidance counselor to the Curriculum Area Supervisor who will:
 - Review the student's entire transcript and achievement
 - Consult with the student's current teacher
 - Review student's record and compare with existing programs in the curriculum area
 - Determine whether the request is the next logical step in the learning continuum and that there are no other relevant learning alternatives at South Burlington High School related to this curriculum area

- Determine if the request is in the context of college, career aspiration, or a vocational goal

The Curriculum Area Supervisor will comment on Appendix A and either approve or deny the course of study and forward to the Principal.

4. The Principal shall notify the student in writing as to whether they have been approved or denied.

To be completed by a South Burlington High School Student on a semester basis only (see attached policy/procedure). Please submit this request to your guidance counselor upon completion.

NAME: _____ GRADE: _____ DATE: _____

ACADEMIC AREA OF REQUEST: _____
(e.g. Mathematics, World Language, etc.)

The following courses have been taken at the high school level:

- | | |
|----------|---------------------|
| 1. _____ | Grade Earned: _____ |
| 2. _____ | Grade Earned: _____ |
| 3. _____ | Grade Earned: _____ |
| 4. _____ | Grade Earned: _____ |
| 5. _____ | Grade Earned: _____ |

Related courses successfully completed:

- | | |
|----------|---------------------|
| 1. _____ | Grade Earned: _____ |
| 2. _____ | Grade Earned: _____ |

Identify course requesting: _____

Course Cost: _____

Higher Ed Institution: _____

Please state the reason why this course is important to you. _____

Student Signature

Parent's Signature

Note: Funding is available on a first come, first served basis and as long as funding remains available.

APPROVALS:

Is this student eligible for any Academically Talented or Linking Learning to Life program discounted tuition? Yes _____ No _____

Has student/family completed and returned the necessary paperwork? Yes _____ No _____

Has student already used "Next Generation" voucher? Yes _____ No _____

Has the student previously accessed district funds for a college course? Yes _____ No _____

Does Guidance recommend that the student be supported with District funds for the college course requested? Please circle the appropriate answer below.

Recommended: Yes or No

Guidance Counselor

Date: _____

(Please forward to the appropriate Curriculum Area Supervisor)

Recommended: Yes or No

Curriculum Area Supervisor

Date: _____

(Please forward to the Principal.)

Recommended: Yes or No

Principal

Date: _____

The Principal will notify the student in writing of the final decision. Tuition may be reimbursed with appropriate receipts or paid in advance by the South Burlington School District upon submission of an invoice from the higher education institution.

Original: Principal

Copies to: Guidance, CAS, Superintendent