

## GCS Transfer Credit Approval Process

*Please refer to p.11 of the High School Registration Book before proceeding.  
If the Transfer Credit Approval Process is warranted, follow directions below.*

1

- Student/parent completes and signs the following forms:
  - Important Information for Non-Accredited/Non-Public Schools or Home School (An accredited school, but **not** accredited by one of the six regional accrediting associations or AdvancEd)
  - Request for Initial Credit for Non-GCS Course(s)

2

- Receiving school reviews documentation, completes the GCS School Preliminary Review Checklist, and contacts the parent/guardian if more information is needed

3

- Receiving school sends the completed checklist, completed forms and materials to Teaching, Learning, and Professional Development (Attention: Office Support, Secondary Teaching, Learning, and Professional Development)

4

- Content Specific Teaching and Learning officers review documents and complete the rubric for credit approval, pending approval, or non-approval of credit

5

- The office of Teaching, Learning, and Professional Development returns signed Request for Initial Credit for Non-GCS Course(s) to receiving schools within 8 days of receipt

6

- The receiving school informs the parent/guardian of the approval, pending approval, or non-approval decision within 2 weeks of submission



## Important Information for Non-Accredited/Non-Public Schools or Homeschool (or a school not accredited by one of the six regional accrediting associations)

All transfer credit requested is contingent on the following requirements and must be approved by the GCS Office of Teaching, Learning, and Professional Development. Per the Guilford County Schools High School Registration Handbook ([www.gcsnc.com](http://www.gcsnc.com)), Search for Registration Toolbox), students transferring from a **non-accredited, non-public school, home school or a school not accredited by one of the six regional accrediting associations or AdvancEd** may apply to receive credit toward graduation for courses successfully completed at the sending school.

Any student transferring from a non-accredited, non-public school, home school or a school not accredited by one of the six regional accrediting associations, seeking graduation credits for courses successfully completed while attending the non-accredited, non-public school or home school must meet the following guidelines:

1. The parent/guardian must read and sign the transfer credit parent form and provide a copy to the receiving school prior to beginning the transfer credit process.
2. The parent/guardian must provide clear and concise attendance records for the student.  
(If the incoming student was home-schooled prior to turning 16, proof of the home school's approval by the North Carolina Division of Non-Public Education is required and must be submitted to the receiving school within 30 days).
3. Transfer students requesting credit from a non-accredited program are required to have the institution provide the following documentation to the receiving GCS school:

Course title(s), materials used, total number of contact hours per course, attendance record(s), scores of any standardized tests associated with the specific course(s), a complete syllabus with topics and number of hours included, work samples (if available), and one or more of the following: List of objectives, Standards, Scope and Sequence or Table of Contents with units.

**Please Note:** Clear alignment to the appropriate North Carolina Standard Course of Study must be evident in order to receive credit.

4. All requests should be submitted to the receiving GCS school for review. The receiving school may request additional documentation such as more student work samples and artifacts prior to the Teaching, Learning, and Professional Development office review.
5. The school will inform the parent/guardian of the approval/non-approval decision within 2 weeks of the submission.
6. If approved, grades will be recorded as "Pass" (P) or "Fail" (F) and identified on the transcript as non-GCS grades.
7. The approved courses will not be included in calculating GPA or class ranking at the school.

I understand that I must provide the above-mentioned documentation in order to seek approval for course(s) credit and that, if the credit(s) are not approved, my child may have to repeat the course(s).

Parent's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
Receiving GCS High School \_\_\_\_\_ Date Received \_\_\_\_\_



## REQUEST FOR INITIAL CREDIT FOR NON-GCS COURSE(S)

Receiving GCS School: \_\_\_\_\_

Counselor's Name: \_\_\_\_\_

1. Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_
2. Permanent Address: \_\_\_\_\_
3. Telephone (home): \_\_\_\_\_ Parent/Guardian Work #: \_\_\_\_\_
4. Current Grade: \_\_\_\_\_ Anticipated Year of Graduation: \_\_\_\_\_
5. Name and Address of Institution: \_\_\_\_\_
6. Is this an accredited agency? YES or NO If YES, list the accrediting agency: \_\_\_\_\_
7. Dates of Attendance: \_\_\_\_\_

8. Course(s) for which Credit is Requested:

Title of Course	*Guilford County Course Equivalent:	Approved	Pending	Denied
A.				
B.				
C.				
D.				
E.				

9. Total Amount of Credit Requested: \_\_\_\_\_ *(Attach another form if credit for more than five courses is requested)*

10. Please attach the following documentation: Course title(s), materials used, total number of contact hours per course, attendance record(s), scores of any standardized tests associated with the specific course(s), a complete syllabus with topics and number of hours included, work samples (if available), and one or more of the following: List of objectives, Standards, Scope and Sequence or Table of Contents with units.

**\*Credit cannot be granted if all required documentation is not submitted.**

11. Grades will be recorded as "Pass" (P) or "Fail" (F) and identified on the transcript as non-GCS grades.

12. Grades and credits will **not** be included in the calculation of GPA or class rank.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Designee's Name (Please print) \_\_\_\_\_

High School Curriculum Officer \_\_\_\_\_ Date \_\_\_\_\_

High School Curriculum Officer (Please print) \_\_\_\_\_

# GCS School Preliminary Review Checklist

(To be completed by designee at the GCS receiving school)

Transfer students requesting credit from a non-accredited, non-public school or homeschool program **must** provide sufficient documentation to the receiving GCS school.

All documents **must** be submitted to the receiving school **before** the Teaching, Learning, and Professional Development department reviews.

	Place a <b>√</b> in the appropriate column (Submitted or Not Submitted)	Submitted	Not Submitted
1	If student was home schooled prior to 16 years of age, <b>proof of the home school's approval</b> by NC Division of Non-Public Education is required <b>**This document remains at the school site</b>		
2	Attendance record(s)		
3	Course title(s) completed at the academic institution		
4	Course title(s) requesting for Guilford County School credit		
5	Materials Used: Detailed list of specific, relevant resources used		
6	Total number of contact hours per course		
7	Scores of any standardized tests associated with the specific course(s) (if applicable)		
8	Complete syllabus with topics and number of hours included		
9	Work Samples (if available)		
10	One or more of the following: <ul style="list-style-type: none"> <li>• List of objectives</li> <li>• Standards</li> <li>• Scope and Sequence</li> <li>• Table of Contents with units</li> </ul>		
11	Parent's signature on the <b>Request for Initial Credit for Non-GCS Course(s)</b> document		
12	Parent's signature on the <b>Important Information for Non-Accredited, Non-Public School or Homeschool</b> document		

**Note: Attach this checklist to documentation sent to Teaching, Learning, and Professional Development**

School Name: \_\_\_\_\_ Student's Name: \_\_\_\_\_

Principal/Designee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Designee's Name: \_\_\_\_\_