



# Competency-Based Credit Approval Form

WSD School Board Procedure 2410P, WAC 180-51-110

**Credit based on competency, in lieu of enrollment or taking specific courses, may be granted by the principal.** The principal is responsible for evaluating educational experiences of individual students and recommending graduation to the superintendent when requirements have been met. Competency based credit shall be granted by the department chair offering the course and approved or denied according to the procedures outlined below by the school principal.

At a minimum, Competency Based Examinations will be used to demonstrate competency. Satisfactory demonstration by a student of clearly identified competencies may include projects, portfolio, or presentation as determined by the specific department. Matriculated students currently registered in the Wenatchee School District, with permission of their school counselor and department chairperson offering the course may take competency examinations for high school credit in courses in which they are not registered. Students may not take competency examinations in courses which they have attempted, or in which they have received a final grade. Junior and Senior students may not receive credit by challenge examination in freshman or sophomore courses. Students may not receive credit (pass/fail) by competency examinations in any course prerequisite to a course in which they are enrolled or have received a final grade. The maximum credit for competency examinations is 1 (.5 per semester per class) credit unless permission is obtained from the school principal.

**The fee for all competency-based petitions is paid at teacher's hourly per diem rate per course not to exceed five hours of work.**

**Required Information:** Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

1. Course the student has demonstrated competency in: \_\_\_\_\_
2. Amount of credit to be earned upon approval: \_\_\_\_\_
3. To what WSD HS course requirement will this be applied? \_\_\_\_\_
4. Please attach a typed statement to specifically state the student's demonstrated performance that has indicated competency for this curriculum. This written statement must include as a minimum:
  1. A student journal (course syllabus)
  2. Course exhibits (actual school work)
  3. Competency-based Examination (Provided by the specific WSD HS curricular department chairperson)

The school counselor and department chair must review this request prior to sending it to the principal:

☐ Department Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Counselor has **reviewed** the request: \_\_\_\_\_ Date: \_\_\_\_\_

## Principal's Determination:

☐ Credit is Approved

☐ Credit is Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Due to graduation timeline, the parent/guardian or eligible student is hereby notified that an appeal to the decision on credit equivalency requests may be made in writing to the superintendent no later than **December 1st** of the student's senior year.