

## St. Lucie Public Schools

School: \_\_\_\_\_

### COURSE CREDIT COMPLETION

Check one:	Initial Course: _____	Grade Forgiveness: _____	Credit Recovery: _____
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**Step 1: To be completed by Teacher**

Name: \_\_\_\_\_ ID # \_\_\_\_\_ Grade: \_\_\_\_\_

Retaken (New) Course Name: \_\_\_\_\_ Course Code #: \_\_\_\_\_

Term:   1     2   Grade:

Date Started: \_\_\_\_\_ Date Completed: \_\_\_\_\_

I certify that the above-named student has studied the State Performance Standards within the curriculum frameworks for the above-named course and has demonstrated mastery at the **70%** level or above.

**CR Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please attach the printed online coursework (showing 100% Completion and successful grade earned) to this form.

**Step 2: To be completed by School Counselor**

Term completed:   1     2   (matches above) Credit earned:   0.5  

Grade Forgiveness Policy applied: YES NO

\*per SPP, grade forgiveness may only be applied with an earned grade of 'C' or higher for high school students

NEW: Course Code	Year Taken	Term Taken	Section Taken	Earned CR Grade	EOC (Y/N) Score to be factored (###)	FINAL Grade (*Must include EOC for 30% in EOC core courses. EOC not factored into 'for credit recovery codes')
# (as above)						*
Corresponding Core to be entered IF retake is "for credit recovery" elective #	(as above)	(as above)	n/a			*
OLD: Course Code # and Course Name (to be forgiven)	Year Taken	Section Taken	Entity taken	Final Grade (w/o EOC)	EOC (Y/N) Score to be factored (###)	Final EOC Grade (Must include EOC for 30% in EOC courses)
#						

\* Will this newly earned credit be used to GRADE **BLEND** with a failed semester? YES NO  
 (if honors, follow special honors blend process)  
Credit has been verified and awarded as stated above and schedule adjusted (if applicable):

**Counselor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Step 3: To be entered in Skyward by Registrar**

**Registrar/SDS Signature:** \_\_\_\_\_ **Entered on:** \_\_\_\_\_