

## CREDIT RECOVERY PROCESS

### I. Admission

- a. Student completes Credit Recovery Program application and turns in with parent signature.
- b. Guidance confirms prior course enrollment and grade to ensure appropriateness of request.
- c. Administrative approval allows the student to enter the diagnostic phase of the program.
- d. A conference is scheduled with student to discuss program and expectations.  
(CR Facilitator and/or Guidance Counselor)
  - i. Staff member explains program.
    1. Pretesting using mastery tests
    2. Computer assignments and notebook requirement for units not mastered  
(All students must complete a notebook.)
    3. Post-testing (**80% mastery required**) – consequences if not obtained
    4. Grade for completion (See Section III below.)
  - ii. Attendance expectations – consistency

### II. Coursework

#### a. Pretest

- i. Student attempts mastery test for each course component.
- ii. Credit recovery facilitator
  1. Prints pretest results.
  2. Assigns units not mastered (80%) during pretest (and other units deemed appropriate by CR teacher).

#### b. Assignments

- i. Student takes notes and maintains a notebook for each unit assigned.
  1. Initially, the student determines notebook content and organization.
  2. If a student is not successful on a unit mastery test, the student is required to copy the tutorial application.
  3. If a student fails to demonstrate mastery upon repeating a unit mastery test, the student may be required to copy the tutorial application and exercises to demonstrate application.
- ii. Student completes all assignments for each unit.

#### c. Posttest

- i. Student attempts mastery test for each course component.
  1. If mastered (80%), student proceeds to the next unit of study.
  2. If not mastered, student repeats the assigned level and any additional notebook requirements. Credit recovery staff member may assist student after determining that notebook requirements are met.

3. If a student is unsuccessful (failure to master at 80%) after three attempts, the student may no longer participate in the credit recovery program for the designated course.
4. Parents will be notified that student is dropped from CR.
5. Students may reapply for next quarter/term. One time only.

ii. The credit recovery facilitator maintains a copy of mastery test results.

### **III. Grading**

- a. The grade for reaching 80% mastery in a credit recovery course will be entered as "PASS" in the WCS grading system upon successful completion of the program.
- b. The credit recovery grade will be recorded on the student's transcript and does not replace the original grade received. Schools' procedures must include transfer of PLATO student Mastery printouts and the Credit Recovery grades from facilitating teachers to appropriate school officials after completion. (Use the original application with the printout as an attachment.) (Student notebooks should be archived for six months after completion.)

### **IV. Record retention**

- a. The form indicating completion of credit recovery credit is to be placed into the student's cumulative folder and a copy is to be mailed to the parents. (CR facilitator should provide to appropriate school official after completion.)
- b. Student notes, credit mastery results, and grade computation are to be archived in accordance with the schedule for credit recovery record retention. (six months)
- c. WinSchool should be used to update transcript records. Use no teacher's name for awarding of the credit through credit recovery. CR should be listed by the course name to indicate the course was completed through Credit Recovery.

### **V. Student Failure or Removal from Credit Recovery**

- a. Students failing to master Credit Recovery objectives are removed from the course. Students not following Credit Recovery rules and regulations are removed from the course at the recommendation of the CR facilitator.
  - i. Students may reapply for the next term (one time only)
  - ii. Students, if accepted for the second attempt, must complete the entire process.