

2018 CRANFORD HIGH SCHOOL CREDIT RECOVERY APPLICATION

Meet with your school counselor to determine the correct course to take for remediation.

Registration directions at CHS for New Jersey Virtual School (NJVS) summer school courses:

- o Go to <https://www.njvs.org/Page/61> for a listing of courses offered at CHS this summer.
- o Complete and return the Credit Recovery Application (page 2) to your school counselor for approval along with a check for \$150 **payable to Cranford High School** in CHS Guidance. After receiving approval for the summer school course, follow the steps below to register and pay for the course.
 - Go to <https://www.njvs.org/Page/1>
 - Click on **Get Started** in the top left corner of the page
 - Click on **Students** on the left side of the page
 - Follow **Steps 1, 2 and 3** and create an account
 - Click on **Register** in the top right corner of the page
- o Although students can register for courses online and make payment, these courses will not open to students until the registration fee of \$150 is paid to Cranford High School.
- o Walk-in registration will be accepted until June 22, 2018 at 12:00 pm. The start date of the course is contingent on the time of registration. If we do not have the above materials by June 22nd, the student may not be able to start on the first day of summer school.
- o Courses run:
 - Wednesday, June 27 through Wednesday, August 1, 2018 (no school on July 4)**
 - One 5 credit remedial course = One 2 hour session daily
 - Classes meet Monday through Thursday
 - Session 1** 8:00 am – 10:00 am
 - Or (based upon enrollment)
 - Session 2** 10:30 am – 12:30 pm
- o Students must attend school daily. However additional work may need to be done at home to complete the course. Students are allowed no more than one absence. If a student exceeds one absence, the course will be canceled and no refund will be given.
- o If a CHS student opts to take NJ Virtual School courses for remediation, he/she cannot take the course online at home but must attend the summer school program offered at CHS.
- o Final grades will be issued upon course completion and emailed to the student and CHS administration.

Registration directions for summer school courses other than NJVS:

- o Complete and return the Credit Recovery Application (page 2) to your school counselor for approval.
- o Arrange to have final course grade sent to the CHS Guidance office upon completion.
- o Contact your school counselor after course completion for any necessary schedule changes needed for the 2018-2019 school year.

NOTE: Due to NCAA eligibility requirements, remediation courses are not on our school's core course list of NCAA approved courses and will not be counted towards the sixteen core courses that are needed for a student's eligibility qualification to compete at the college level.

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PART 1: PERSONAL INFORMATION		
Name:	Grade:	Date:
Date of Birth:		
Address:	Student Phone:	
Student email:	Parent Name:	
	Parent email:	
Course Failed:	Parent phone:	
Course Name and Number:	Course Location: Cranford High School _____ Other _____	
Course Dates: (for CHS summer school only) June 27 – August 1 (CHS) Session 1 _____ (8:00 AM – 10:00 AM) Session 2 _____ (10:30 AM – 12:30 PM) Other _____	Credit equivalent: Half (2.5 credits) _____ Full (5 credits) _____	
PART 2: COURSE SYLLABUS (for online courses only)		
<input type="checkbox"/> Course syllabus/description attached.		
PART 3: PARENT AND STUDENT SIGNATURE		
Student signature:		
Parent signature:		
PART 4: APPROVAL- office use only		
School Counselor/CST:	Date:	
Director of Guidance:	Date:	
Comments:		
PART 5: Grade received-office use only		

NOTE:

- Any student failing English or Physical Education must attend summer school in order to satisfy the four-year graduation requirement.
- It is the student’s responsibility to (1) return this form to the school counselor and (2) arrange for the official transcript to be sent to the guidance office from the summer school if course not taken at CHS
- Due to NCAA eligibility requirements, remediation courses are not on our school’s core course list of NCAA approved courses and will not be counted towards the sixteen core courses that are needed for a student’s eligibility qualification to compete at the college level.