

APPENDIX K

End of Course Parent Information Letter

[Date]

Dear Parent/Guardian:

Your child recently took an end of course exam. The purpose of the end of course exam is to provide high school credit for a specific course. The exam taken by your child was:

_____ Credit Before 9th Grade [list course]

_____ Course Equivalency [list course]

The Credit Before Grade Nine exam must be taken if a student wishes to receive high school credit for a course taken below the 9th grade. The student must pass the exam with at least an 80% and does have a retake option if needed.

The Course Equivalency exam is taken when a high school student (grades 9-12) wishes to receive credit for a course without physically enrolling in, and taking, the course. This is sometimes referred to as 'testing out' of the class. Students may take a content area exam one time and must receive at least an 85% to get credit for the course.

If you have questions regarding the exam that was taken by your child, please contact the school (information listed below).

[School District/School Name]

[School Address]

[School Phone]

[School Contact for EOC exams with phone/email]