

CORRESPONDENCE STUDY

Credits received for correspondence studies may be counted toward graduation requirements provided:

- The student/parent contracted with an accredited correspondence school and the credits are issued by that school.
- The request for credit is submitted in writing to the appropriate District principal prior to the student's enrollment in the correspondence course/school and approval is granted in writing.
- The student/parent assumes full responsibility for all tuition and course costs.
- Correspondence studies exams must be taken on District school premises under school staff supervision.
- Written verification from the correspondence school, on appropriate letterhead stationary, attesting to the successful completion of courses, must be received by the District before credit is recorded in the learner's file(s).
- No more than two credits for correspondence course work will be granted toward a high school diploma.
- That Laconia High School does not offer the course.
- That a student has previously taken a required course at Laconia High School and received a failing grade or there is a conflict in the student's schedule or other circumstances as approved by the Principal.

Adopted: May 19, 1986
Revised: 12/1/98, 4/20/04