

REQUEST TO TEST OUT OF A COURSE

Date of Request \_\_\_\_\_

Student Name \_\_\_\_\_ Student # \_\_\_\_\_

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Grade \_\_\_\_\_ Birth Date \_\_\_\_\_ Sex \_\_\_\_\_

Counselor/Advisor \_\_\_\_\_

Rather than enroll in the course, I am requesting the opportunity to demonstrate mastery of the content in \_\_\_\_\_ (Course) at the High School. I understand that this assessment may include an examination or a written report, a presentation, a project, a portfolio, or other means for assessing proficiency.

[ ] I understand that I cannot earn credit toward graduation through this assessment, and that I may only earn a "PASS" notation that will not be used in computing my grade point average. I am aware that if I earn a "PASS" notation in this course, I cannot subsequently request individual assessment for a prior course in the sequence, or enroll in a lower course sequence in the same subject.

[ ] I understand that credit toward graduation will be based on whether or not I receive at least a grade of \_\_\_\_\_ on the entire assessment. I further understand that I cannot subsequently request individual assessment for a prior course in the sequence, or enroll in a lower course sequence in the same subject.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

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**Office Use Only**

This request is rejected due to the following:

\_\_\_\_\_ Student has previously tested out of a higher course in this sequence.

\_\_\_\_\_ Student has submitted the request for a noneligible course.

\_\_\_\_\_ Other (Specify) \_\_\_\_\_

This request is approved and referred to \_\_\_\_\_ on: \_\_\_\_\_

(Course Instructor)

(Date)

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Results of Assessment: \_\_\_\_\_ Date \_\_\_\_\_

*(Attach copies of assessment material and student performance.)*

I hereby affirm the student ( ) has ( ) has not demonstrated mastery of the content for this course.

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date