

**DEERFIELD COMMUNITY**

**CODE: 343.41**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 10-17-83**

Revised: 3/16/87

### **CORRESPONDENCE COURSES FOR HIGH SCHOOL UNITS**

Juniors and seniors may apply for permission to take an extension correspondence course through the University of Wisconsin High School Extension Program. Applications and specific details are available in the Guidance Office. Granting of permission to take such courses will be made in light of graduation requirements and following conditions must be met before permission will be granted to take a correspondence course:

1. The requested correspondence course will not be available to the student through the Deerfield curriculum within one calendar year.
2. The course is appropriate for the student. Prior approval for the course must be given by both the Guidance Counselor and the Principal.
3. The student and parent/guardian must agree that the course will be completed within the normal span of time for a similar unit at the high school (i.e., a course for one high school unit would be completed in one semester). Extenuating circumstances may allow for an extension of this deadline with approval by the Principal.
4. Both the student and parent/guardian have signed the course request form.
5. The student or parent/guardian pre-pays all course fees.

The Guidance Counselor will supervise the student throughout the course. (e.g., proctor exam, communicate with instructors, etc.)

Upon successful completion of the course, the student will be reimbursed for the course fee and high school unit(s) will be granted. (Fees are defined as the cost of the course. Optional kits, textbooks, etc. are NOT covered).

Exceptions to this correspondence course policy may be granted for transfer students by the guidance counselor and the principal.