



HIGH SCHOOL CREDIT EXCHANGE REQUEST FORM

In some specific instances, the State of Michigan and Farmington Public Schools allow the modification of Science and/or World Language credits required for graduation through the “exchange” of credits. The exchange of credits represents a modification of the FPS recommended graduation requirements. As such, the decision to exchange credits should be made after careful consideration of a student’s future educational and career goals.

Student Information		
Name of Student:	School:	Counselor:
Requested By: <input type="checkbox"/> Parent / Legal Guardian <input type="checkbox"/> Student <input type="checkbox"/> Counselor		Anticipated Graduation Date:
Name of Parent/Guardian:		Home Phone:

Check Individual Credits to be Exchanged	
Science – 2 Credits to include Biology are required <input type="checkbox"/> Earth Science <input type="checkbox"/> Chemistry <input type="checkbox"/> Physics	World Language – 1 credit is required <input type="checkbox"/> World Language Credit

Science Exchange Requested - For a student’s 3rd credit of science, a CTE program may be utilized. Any CTE program may be used to exchange the 3rd credit of science, regardless of content. In order for the exchange to meet the student’s graduation requirement, the student must successfully complete the CTE program, passing all courses which are part of the program. Please know that many CTE programs require enrollment in multiple individual courses and a student must complete all courses that encompass a CTE program in order to take advantage of the exchange.	
Course Requested:	Course Requested:
Anticipated Enrollment Date:	Anticipated Enrollment Date:
Course Requested:	Course Requested:
Anticipated Enrollment Date:	Anticipated Enrollment Date:

World Language Exchange Requested - For a student’s 2nd credit of World Language, a CTE program or Visual and/or Performing Arts credit may be utilized.	
Any CTE program may be used to exchange the 2nd credit of World Language, regardless of content. In order for the exchange to meet the student’s graduation requirement, the student must successfully complete the CTE program, passing all courses which are part of the program. Please know that many CTE programs require enrollment in multiple individual courses and a student must complete all courses that encompass a CTE program in order to take advantage of the exchange.	
Any Visual and/or Performing Arts credits may be used to exchange the 2nd credit of World Language, regardless of content. In order for the exchange to meet the student’s graduation requirement, the student must successfully complete Visual and/or Performing Arts courses with a passing grade.	
Course Requested:	Course Requested:
Anticipated Enrollment Date:	Anticipated Enrollment Date:
Course Requested:	Course Requested:
Anticipated Enrollment Date:	Anticipated Enrollment Date:

Assurance Statements

The credit exchange(s) in this request represent a modification to the recommended graduation requirements of Farmington Public Schools. The following assurance statements must be agreed to by student and parent/guardian.

- I understand that modifications to the recommended FPS curriculum may limit a student's readiness to be admitted to college, be eligible for college scholarships, enter trade school, secure a job in a career choice, or be eligible for NCAA athletic programs.
- I understand that successful completion, defined as achieving a "passing" grade, of all coursework outlined as "exchange" courses must be accomplished in order to meet the standard for granting of an FPS diploma.
- I understand that if a student does not fulfill the approved exchanges, the request is considered null and void, and the student is obligated to make up the class(es) that were exchanged in order to be eligible for graduation.
- I understand that FPS intends to maintain a similar course catalogue, but that not all courses currently offered are guaranteed to be offered in the future. Scheduling conflicts may arise which prevent a student from being enrolled in all courses desired and enrollment space in courses may not be available on a predictable, reliable pattern. The conditions have the potential of preventing a student from completion of an exchange.

I have read and understand the assurances as listed above: *(Please initial)*

Parent(s) _____ or Legal Guardian _____ Student _____

Signatures in Agreement

I understand and accept the plan for exchange credit

Student	High School Counselor
Parent/Guardian	Parent/Guardian

Administrative Approval

I approve this credit exchange request.
 Actual implementation date (Month/Day/Year) _____ OR the first day of the _____ school year.

Signature of Building Administration:	Date:
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