

Ivy Global School Credit Acceptance and Transfer Kit

Welcome to the Ivy Global School part-time program. In addition to full-time enrollment, the Ivy Global School offers part-time options for Grade 1 through high school, where students supplement their regular schooling with individual courses from our catalog. Any student who enrolls part time in Ivy Global School will receive a transcript to obtain credit from a full-time school or district. This packet will assist you in that process.

Part-time students enjoy the same curriculum, the same caliber of teacher support, and earn school credit. Going part time works well for:

- Students who need to make up course credits.
- Students who want to take a high school honors or AP® course or a unique elective.
- Students who need a course but are unable to take it at the time currently offered in school.
- Students seeking enrichment opportunities, such as a world language.

OBTAINING CREDIT FROM YOUR SCHOOL

Prior to beginning a supplemental program for credit with Ivy Global School at the elementary and secondary levels, we recommend that parents receive approval from their student's current school. Note that while the process of obtaining credit may vary per state, school, or grade level, online courses are legal in all states.

Once you know the process for receiving credit from your student's current public or private school, please follow these steps:

1. Meet with your student's school counselor or academic advisor to confirm the school's current process.
2. Provide school counselor/academic advisor with Ivy Global School overview and school profile (enclosed in this packet), and accreditation and course forms.
3. Complete the Pre-Approval Form for Courses Taken at Ivy Global School (enclosed in this packet).
4. Make copies of completed forms and return a copy to Ivy Global School. Be sure to keep a copy for your records as well.



Note: In rare situations, if the policy for course and credit transfer has not been established by your school system, you may be referred to your school district, or your school advisor may forward your information to the state or county representative. Please contact us with additional questions.

For Guidance Counselor/Registrar use only

- Approved: Credit units to be granted
- Denied: Reason
- Postponed: Reason





Pre-Approval Form for Courses Taken at Ivy Global School

INSTRUCTIONS

- 1 Complete this form and indicate the courses you would like to take from Ivy Global School. Indicate your anticipated start date and the semester length.
- 2 Submit this form along with the Ivy Global School course catalog to your school's guidance counselor or registrar. Your school will advise you of any additional steps that need to be completed before beginning the course.

Student Last Name	First Name	Middle Name		
Address	City	State	Country	Zip

COURSES

Example: MTH112	Pre-Algebra	May 29, 2009	2 Semesters
Course Code	Course Title	Start Date	Number of Semesters
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Course Code	Course Title	Start Date	Number of Semesters
Course Code	Course Title	Start Date	Number of Semesters

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0 Denied: Reason

0 Postponed: Reason



ADDITIONAL NOTES

- Following completion of your course, Ivy Global School will issue an official certificate of completion with your final grade(s) shown, which you can then submit to your school or district.
- Ivy Global School high school courses are either one semester or two semesters in length. Semesters are based on 90 days of instruction.
- Ivy Global School high school courses are instructor led and a grade is conferred at the end of each semester.
- Please contact Ivy Global School with any questions regarding academics or curriculum.



Post-Approval Form for Courses Taken at Ivy Global School

INSTRUCTIONS

- 1 Complete this form and indicate the courses you took Ivy Global School. Indicate your start date and the semester length.
- 2 Submit this form along with the Ivy Global School course catalog to your school's guidance counselor or registrar. Your school will advise you of any additional steps that need to be completed.

Student Last Name	First Name	Middle Name		
Address	City	State	Country	Zip

COURSES

Example:

MTH112	Pre-Algebra	May 29, 2009	2 Semesters	A
Course Code	Course Title	Start Date	Number of Semesters	Grade
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Frequently Asked Questions

What is Ivy Global School?

Ivy Global School (IGS) is a private virtual school based in Tampa, Florida, USA with complementary co-learning spaces in Vietnam for students from kindergarten through 12th grade.

We are committed to supporting students and schools with curriculum aligned with state standard, US-licenced teachers, and in-depth coursework

How do I request Ivy Global School transcript? Certificate of completion?

- Full-time students should contact their advisor to request a transcript.
- Part-time students should contact Ivy Global School support to request a certificate.

