

**Alternative School/Credit Recovery Request Form/Notification**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Request made by: \_\_\_\_\_ Date: \_\_\_\_\_  
Courses to be taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alternative Education Program Request:

- Credit Recovery Online Program (OdysseyWare/Acellus)
- Home School Placement (Online)
- Alternative placement (Computer Lab)
  
- Full time     Part time

Specific reason requesting the Alternative/Credit Recovery placement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher Recommendation:

- Teacher has contacted parent regarding student’s academic progress: (phone call/email)
- Teacher has had a conference with parent:  Yes     No

Student’s grade/percentage: \_\_\_\_\_  
Days of Attendance: \_\_\_\_\_ Absent: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_

Recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this document I hereby agree to the alternative placement of my student

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_