

iCademy Middle East Credit Acceptance and Transfer Kit

In addition to full-time enrollment, iCademy Middle East offers part-time options for Kindergarten through High School, whereby students may supplement their regular schooling with individual courses from our catalog. Any student who enrolls part time in iCademy Middle East will receive a transcript to obtain credit from their school of record. 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. Studying 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 iCademy Middle East at the elementary and secondary levels, we recommend that parents receive approval from their student's current school. Note that the process of obtaining credit may vary per school or national requirements.

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

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

Please contact us with additional questions.

Pre-Approval Form for Courses Taken at iCademy Middle East

INSTRUCTIONS

- 1 Complete this form and indicate the courses you would like to take from iCademy Middle East. Indicate your anticipated start date and the semester length.
- 2 Submit this form along with the iCademy Middle East 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, 2018	2 Semesters
Course Code	Course Title	Start Date	Number of Semesters
Course Code	Course Title	Start Date	Number of Semesters
Course Code	Course Title	Start Date	Number of Semesters
Course Code	Course Title	Start Date	Number of Semesters

For Guidance Counselor/Registrar use only

0 Approved: Credit units to be granted	_____
0 Denied: Reason	_____
0 Postponed: Reason	_____

ADDITIONAL NOTES

- Following completion of your course, iCademy Middle East will issue an official certificate of completion with your final grade(s) shown, which you can then submit to your school or district.
- High school courses are either one semester or two semesters in length. Semesters are based on 90 days of instruction.
- High school courses are instructor led and a grade is conferred at the end of each semester.

تأسست كشركة منطقة حرة ذات مسؤولية محدودة وفقاً لقانون الشركات الخاصة في منطقة دبي الحرة للتكنولوجيا والإعلام ٢٠٠٢ و الصادر بموجب قانون رقم (١) لسنة ٢٠٠٠ لإمارة دبي (و تعديلاته).

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Post-Approval Form for Courses Taken at iCademy Middle East

INSTRUCTIONS

- 1 Complete this form and indicate the courses you took at iCademy Middle East. Indicate your start date and the semester length.
- 2 Submit this form along with the iCademy Middle East 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, 2018	2 Semesters	A
Course Code	Course Title	Start Date	Number of Semesters	Grade
Course Code	Course Title	Start Date	Number of Semesters	Grade
Course Code	Course Title	Start Date	Number of Semesters	Grade
Course Code	Course Title	Start Date	Number of Semesters	Grade

For Guidance Counselor/Registrar use only

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

ADDITIONAL NOTES

- Following completion of your course, iCademy Middle East will issue an official certificate of completion with your final grade(s) shown, which you can then submit to your school.
- High school courses are either one semester or two semesters in length. Semesters are based on 90 days of instruction.
- High school courses are instructor led and a grade is conferred at the end of each semester.

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