



www.LPAJC.com
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Application for Transfer of Credit

- Please refer to the school catalog for the course description to ensure all general requirements for the course have been met.
- Although Lighthouse Preparatory Academy may accept this course for diploma credit, the Academy is not in a position to validate this course for any other educational institution.
- All requests will be reviewed according to the guidelines set forth by the Academic Dean and Committee.
- If this course is accepted, it will appear on the student's transcript. The transferred courses will be calculated into the student's overall grade point average.
- If this course was taken at a college or university, please also submit a copy of the transcript from the institution.
- Transferring in courses after the student has been enrolled to Lighthouse Preparatory Academy requires a \$100 payment per course. Please attach payment when submitting this form.

Student Name: _____ Date of Birth: _____ Grade Course Taken: _____
 Address: _____ City: _____ Zip: _____
 Parent's Name: _____ Phone Number: (____) _____

Name of Course: _____
 _____ Full Year (175 hours) _____ 1st Semester (88 hours) _____ 2nd Semester (88 hours)

Course taken at (please check one): Home: _____ School: _____ Other: _____

Name of School: _____ Address: _____
 City: _____ State: _____ Zip Code: _____ Phone Number: _____

Instructor of the Course: _____ Instructor Qualifications: _____

Text/Curriculum Used: _____

Was text completed? _____ If not, how much was covered? _____

Date Course Began: _____ Date Course Ended: _____ Total Number of Weeks: _____

Hours of Direct Instruction time per week: _____ Time spent outside of class: _____ (study/practice time)

Course Grade Received (letter and %): _____

Describe the method of evaluation for the course (types of tests, homework, reports, projects, how much of each, teacher observations, etc.): _____

Describe the course. Include all major topics: _____

Signature of Instructor: _____ Date: _____

For Office Use Only:
 Date Paid: _____
 Amount: \$ _____
 Cash or Check # _____

For Office Use Only:
 Approved by Academic Dean: _____
 Approved by Administrator: _____
 Entered Onto Transcript: _____