

CORRESPONDENCE COURSE INFORMATION SHEET

Steps in pursuing a correspondence course:

1. Find an accredited institution from this list that offers the course you wish to enroll.
 - ✓ American School: www.Americanschool.org
 - ✓ Brigham Young University: <https://is.byu.edu>
 - ✓ Keystone High School: www.keystonehighschool.com
 - ✓ Penn Foster Virtual High School: <https://www.pennfoster.edu>
 - ✓ TRECA <https://treca.org>

Additional correspondence course options must be reviewed with the counselor.

2. Approval: Students will fill out and return the [Correspondence Course Application](#) and schedule a conversation with their counselor. **(Approval must be granted before enrolling in the course).**
3. Register: Once approved (usually within two weeks), the student may register through the institution and begin the course. Some institutions require our ACT code for registration (361-630).
4. Fee: Payment for the course is the student's responsibility.
5. Final Exam: All courses **MUST** allow for a final exam to be taken at UAHS. Upon completing the course, it is the student's responsibility to request that the exam be sent to their counselor. The student and their counselor will coordinate a time to take the exam.

Additional considerations:

- Completed courses, with the final grade, credit and institution will be entered onto the student's transcript and calculated into the cumulative GPA.
- Any senior who has not completed coursework by the end of 1st semester will be enrolled in a closed study hall and/or lunch until the final grade is received by UAHS.
- Students taking correspondence Health must also take an additional course covering the Ohio Department of Education's requirement of Financial Literacy.