



Transfer Credit Request

The Transfer Credit Request form is used to review and acknowledge the transfer of credits for full time students. Current students interested in taking courses outside of the International Academy and applying those earned credits towards graduation are required to submit this form to ensure earned credits count and align with graduation plans.

*Any alterations to what has been signed and agreed upon below will result in ineligibility- including graduation

*The K¹² International Academy reserves the right to deny credits if information provided at approval does not align with official transcripts. In addition, the K¹² International Academy can only transfer in credit if credit is issued and earned from the previous institution.

* Students must earn his/her last 6 credits with K¹² International Academy in order to be eligible for a diploma

Instructions:

1. Complete the form with the required information
2. Gather documents such as course name, description, scope and sequence or other supporting documents to assist the Registrar Office in reviewing and providing a decision on the request
3. Send the completed form along with supporting documentation to icadrequests@k12.com or fax to 1.866.539.8631
4. The Registrar will review, contact you or your other school as needed, and K-mail a final decision

Post Approval:

5. Following completion of the approved course the student is required to submit an official transcript to registrar@ikademy.com or fax 1.866.728.3086. *The completion of Homeschool Courses will be moved through the Homeschool Review Process.*

Student Information

Last Name	First Name	Student ID Number	Phone Number

Course Information

Course Title	Total Credits	Start / End Date	School Name

Course Title	Total Credits	Start / End Date	School Name

Parent Signature

Parent/Guardian Signature	Date MM/DD/YYYY

Registrar Office Use Only

<input type="checkbox"/> Approved <input type="checkbox"/> Denied		_____	
Reason	Additional Information		
_____		_____	
Registrar Name	Date		