



Credit Recovery Course Pre-Approval Form

This pre-approval form is an agreement between the student listed below and their school, regarding approval and treatment for taking credit recovery course(s) from The Keystone School. This form addresses common questions and ensures the student and their schools are aligned on expectations.

The School Counselor is to complete this form and provide to the student. Parents can enroll by choosing one of the following enrollment options.

ENROLLMENT OPTIONS

OPTION 1: Apply online at [keystoneschoolonline.com/credit-recovery](https://www.keystoneschoolonline.com/credit-recovery).

OPTION 2: Download an enrollment form at [keystoneschoolonline.com/credit-recovery](https://www.keystoneschoolonline.com/credit-recovery). Complete the form and send it along with payment via one of the following methods:

Mail: Keystone Credit Recovery
920 Central Road
Bloomsburg, PA 17815

E-mail: info@keystoneschoolonline.com

E-fax: (credit card payments only)
570.784.2129

The Keystone School will deliver the final grade report to the school after the course has been completed and paid for in full.

STUDENT, COURSE, AND GRADE LEVEL

STUDENT NAME _____

COURSE NAME AND GRADE LEVEL _____

COURSE FORMAT ONLINE CORRESPONDENCE EITHER

COUNSELOR/SCHOOL ADMINISTRATOR

If the above student achieves a grade of _____ or higher, documented on an official Keystone grade report, we will grant _____ credit for this course. The grade received from Keystone will:

replace the original grade

be averaged with their original grade

other _____

SCHOOL NAME _____

SCHOOL OFFICIAL'S NAME _____

TITLE _____

SCHOOL OFFICIAL'S CONTACT INFORMATION (e-mail, mail, or fax number for Keystone grade report) _____

SCHOOL OFFICIAL SIGNATURE _____

DATE *mm/dd/yyyy* _____