



K¹² International Academy Credit Acceptance and Transfer Kit

Welcome to the K¹² International Academy supplemental course program. In addition to full-time enrollment, the K¹² International Academy offers part-time options for kindergarten through high school, where students supplement their regular schooling with individual courses from our catalog. Any student who enrolls part time in K¹² International Academy will receive a transcript to obtain credit from a full-time school or district. 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. Going 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 K¹² International Academy at the elementary and secondary levels, we recommend that parents receive approval from their student's current school. Note that while the process of obtaining credit may vary per state, school, or grade level, online courses are legal in all states.

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

- 1 Meet with your student's school counselor or academic advisor to confirm the school's current process.
- 2 Provide school counselor/academic advisor with a K¹² International Academy overview and school profile (enclosed in this packet), and accreditation and course forms.
- 3 Complete the Pre-Approval Form for Courses Taken at K¹² International Academy (enclosed in this packet).
- 4 Make copies of completed forms and return a copy to K¹² International Academy. Be sure to keep a copy for your records as well.

Note: In rare situations, if the policy for course and credit transfer has not been established by your school system, you may be referred to your school district, or your school advisor may forward your information to the state or county representative.

Please contact us with additional questions.



Pre-Approval Form for Courses Taken at K¹² International Academy

INSTRUCTIONS

- 1 Complete this form and indicate the courses you would like to take from K¹² International Academy. Indicate your anticipated start date and the semester length.
- 2 Submit this form along with the K¹² 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, 2009	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

Approved: Credit units to be granted _____

Denied: Reason _____

Postponed: Reason _____

ADDITIONAL NOTES

- Following completion of your course, K¹² International Academy will issue an official certificate of completion with your final grade(s) shown, which you can then submit to your school or district.
- K¹² high school courses are either one semester or two semesters in length. Semesters are based on 90 days of instruction.
- K¹² high school courses are instructor led and a grade is conferred at the end of each semester.
- Please contact K¹² International Academy with any questions regarding academics or curriculum.



Post-Approval Form for Courses Taken at K¹² International Academy

INSTRUCTIONS

- 1 Complete this form and indicate the courses you took at K¹² International Academy. Indicate your start date and the semester length.
- 2 Submit this form along with the K¹² 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
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Address	City	State	Country	Zip
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COURSES

Example: MTH112	Pre-Algebra	May 29, 2009	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 _____

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- Following completion of your course, K¹² International Academy will issue an official certificate of completion with your final grade(s) shown, which you can then submit to your school or district.
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Frequently Asked Questions

What is K¹² International Academy?

K¹² International Academy is a private, diploma-granting, online school that offers the world-renowned curriculum from K12 Inc. the market leader in online curriculum programs for grades K-12. Extensive, individualized support is focused on unlocking each student's unique potential. Students connect in and out of the online school, building their 21st-century skills while safely interacting, chatting, and participating in clubs with other students from around the world. Part-time options are also available for teacher-led, credit-bearing courses.

Is K¹² International Academy accredited?

Yes. As an accredited school, K¹² International Academy offers courses and a U.S. diploma accepted by schools, colleges, universities, and employers across the globe. For more information about our accreditation and the list of organizations by which K¹² International Academy is accredited, approved, or licensed, please visit the Accreditation page on our website at iCademy.com.

How do I request a K¹² International Academy transcript? Certificate of completion?

- Full-time students should contact their advisor to request a transcript.
- Part-time students should contact K¹² support to request a certificate of completion by calling 1.888.442.3369 (outside of the U.S.: 703.436.3139) between the hours of 8:00 AM and 9:00 PM (EST).