

Credit by Examination
for Acceleration
(CEFA)
Credit by Examination
(CBE)



Dallas Independent School District

2012 - 2013

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General Information

Credit by Examination for Acceleration (CEFA)

Credit by Examination (CBE)

Credit by Examination with *ACP* (CBEw*ACP*)

Credit by Examination for Acceleration (CEFA) without Prior Instruction - Grades K-12

- No charge (Free) for students/parents during assigned DISD testing periods.
- Parents requesting tests at different assigned testing windows must pay a \$40 fee per test.
- Counselors should submit district applications for CEFA's K-12 to State and National Assessments, Box 150.
- Grades 1-6 tests are available in English only. Pre-kindergarten students who attempt to accelerate to Grade 1 may be assessed in English or Spanish.
- Adhere to application deadlines and test dates set by State and National Assessments.

Credit by Examination (CBE) with Prior Instruction – Grades 6-12

- Counselors handle ordering and administering the examinations at the school during the school year.
- Students/parents must pay a \$40 fee per semester examination to Texas Tech University.
- During the school year, submit Texas Tech University Division of Outreach & Distance Education Enrollment Form(s) for CBEs K-12 to Texas Tech University and keep the district's application on file at the school.
- State and National Assessments will coordinate the CBE administration during Summer 2013 only for students that schools were unable to schedule during the school year. Counselors should submit copies of (1) district application(s), (2) Texas Tech University Division of Outreach & Distance Education Enrollment Form(s) for CBEs K-12, and (3) money order(s) to State and National Assessments, Box 150 by May 3, 2013.

CBEw*ACP* for Students Entering the District from Home Study or Non-accredited Schools Grades 9-12

- Submit request to State & National Assessments, Box 150 or fax to (972) 794-3541 with the student's name, ID number, semester course(s), and preferred date(s) for testing. State & National Testing will assign a test administrator who will come to the school to administer the test(s). Upon school submission of the request, the student should be prepared to test.
- The *Assessment of Course Performance (ACP)* examinations will be used to assess mastery of the essential elements.

**Dallas Independent School District Procedures for
Credit by Examination Board Policy (Issued May 12, 1997)**

Credit by Examination without Prior Instruction – Credit by Examination for Acceleration (CEFA)

- **For high-achieving students with above average grades and test scores**
- See Board Policy EHDC (Local) Individualized Learning.

- **Pre-Kindergarten** students may be accelerated to Grade 1 or a mixed kindergarten/first grade mixed age classroom by a campus committee comprised of the principal, counselor, and classroom teacher(s). Parents of pre-kindergarten students should apply at the end of the Pre-K school year (see CEFA application deadlines).
 - In order to apply for acceleration, pre-kindergarten students must meet the chronological age requirement of entering kindergarten students, that is, students must be five years old by September 1 of the enrollment year.
 - Pre-Kindergarten students must show mastery of the Pre-Kindergarten material by scoring in the 70th percentile on an appropriate kindergarten norm-reference test.
- In **Grades 1-12**, the District uses Texas Education Agency (TEA) approved examinations from Texas Tech University Division of Outreach & Distance Education.
 - Students scoring **90 percent of mastery or above** on all exams in all four core areas (language arts, mathematics, science, social studies) for the Grades 1-8 shall be accelerated and receive appropriate credit.
 - Students who take the high school exams **must score 90 or above** on each exam to receive credit.
- In order for students to be accelerated, students must also have parent approval and the recommendation of the school, after considering, with the principal or designee, the student's overall academic performance and remaining requirements.
- The numeric score shall be entered on the student's transcript. Check with Data Services for proper codes.

Credit by Examination Procedures (continued)

Credit by Examination with Prior Instruction - Credit by Examination (CBE)

- **For students in Grades 6-12 who have failed course(s), been recommended by the attendance committee, or with special circumstances who have completed all or nearly all of required instruction.**
- See Board Policy EHDC (Local) Individualized Instruction.
- To receive CBE credit, a student must receive a score of **70 percent of mastery or above** on the TEA approved examinations from Texas Tech.
- The numeric score shall be entered on the student's transcript. Check with Data Services for proper codes.

Credit by Examination for Students Entering the District from Home Study or Non-accredited Schools - CBE with ACP

- **For high school students entering the District after the first semester of ninth grade**
- See Board Policy FDA (Local) and FDA (Regulation) Admissions and Attendance: Inter-district Transfers.
- A student shall be given the opportunity, at no cost to the students or parents, to validate credit earned in the sending high school.
- To demonstrate mastery of the essential knowledge and skills of the course(s) recorded as completed and passed in the home or non-accredited school, the student must receive a **passing score of 70** on the District's *Assessment of Course Performance (ACP)* for each semester of each course.

For additional information about CEFA or CBE, call State and National Assessments at (972) 925-6433. For information about CBEwACP, call State & National Assessments at (972) 925-6487.

OVERVIEW
CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION
CREDIT BY EXAMINATION FOR ACCELERATION (CEFA), GRADES PreK-12
2012 -2013

WHAT ARE THEY?

Credit by examination without prior instruction, hereafter referred to as Credit by Examination for Acceleration (CEFA) is a means by which **high-achieving** elementary and middle school students may advance one grade level and **high-achieving** secondary students may be awarded credit units for particular courses by taking and passing required tests. World language examinations are available for any secondary student who is a native speaker, has traveled or studied in the country, or is currently enrolled in a prerequisite foreign language course.

WHO MAY APPLY?

Students in Grades PreK-12 may apply for examinations with counselor, principal, and parent approval. **Students must apply through the school counselor.** The District application must be submitted to State and National Assessments, Box 150 by specified deadline date(s).

WHICH TESTS ARE ADMINISTERED AND WHAT IS THE COST?

Examinations for acceleration developed through Texas Tech University will be used to assess mastery of the essential elements for students in Grades 1-12. Procedures for kindergarten acceleration are also available. **The cost will be paid by the District, for students without prior instruction. A \$40 fee must be paid by the parent/student if the student has had prior instruction.**

WHAT PERCENT MASTERY MUST STUDENTS ATTAIN TO RECEIVE CREDIT?

To receive acceleration credit, the student must receive a percent mastery score of 90% or above and have parent approval. As approved by the State Board of Education during July 1996, students who score 90% correct in all core areas must be accelerated. Elementary students and middle school students who want to skip a grade level must attain the specified percentage in language arts, mathematics, science, and social studies.

APPLICATION DEADLINES

September 21, 2012 (Grades 9-12)
February 8, 2013 (Grades 9-12)
May 3, 2013 (Grades K-8)
May 3, 2013 (Grades 9-12)

TEST DATES

October 29 – November 30, 2012 (Grades 9-12)
March 25 – April 26, 2013 (Grades 9-12)
June 10 – 14, 2013 (Grades K-8)
June 17 – June 21, 2013 (Grades 9-12)

Examinations for acceleration will be administered during the school year at most high schools by State and National Assessments staff and during the summer at other sites to be determined. Result(s) will be returned to students' home schools within 4-5 weeks of test date.

For information on test content or review materials, visit <http://www.depts.ttu.edu/ode/cbereview/>
If you have other questions, ask your school counselor or call State and National Assessments at (972) 925-6433.

**PERSPECTIVA
CRÉDITO POR EXAMEN SIN INSTRUCCIÓN PREVIA
CEFA (CRÉDITO POR EXAMEN PARA ACELERACIÓN), PreK hasta 12° GRADO
2012-2013**

¿QUÉ SON?

Crédito por examen sin instrucción previa, de aquí en adelante referido como *CEFA* (Crédito por Examen Para Aceleración), es un medio por el cual alumnos **de alto rendimiento** en la escuela primaria y secundaria pueden avanzar un nivel de grado y alumnos de preparatoria **de alto rendimiento** pueden recibir crédito para asignaturas en particular tomando y aprobando los exámenes requeridos.

¿QUIÉN PUEDE SOLICITAR?

Alumnos de PreK hasta el 12° grado pueden solicitar los exámenes con la aprobación del consejero, director y del padre. **Los alumnos tienen que solicitar por medio del consejero escolar.** La solicitud del distrito tiene que entregarse para la fecha de plazo especificada.

¿CUÁLES EXÁMENES SE ADMINISTRAN Y CUÁNTO CUESTA?

Se usarán los exámenes para aceleración desarrollados por *Texas Tech University* para asesorar el dominio de elementos esenciales para alumnos del 1^{er} al 12° grado. Los exámenes están disponibles solo en inglés para los grados del 1 al 12. Los procedimientos para aceleración de kindergarten también están disponibles. **El costo será pagado por el distrito.**

**¿QUÉ PORCENTAJE DE DOMINIO TIENEN QUE ALCANZAR LOS ALUMNOS
PARA RECIBIR CRÉDITO?**

Para recibir crédito de aceleración, el alumno tiene que obtener un resultado de dominio de 90% o más y tener la aprobación de los padres. Según aprobado por la Junta Estatal de Educación durante julio de 1996, los alumnos con un puntaje de 90% de respuestas correctas en las áreas básicas, tienen que ser acelerados. Los alumnos de primaria y secundaria que quieran saltar un nivel de grado tienen que obtener el porcentaje especificado en artes de lenguaje, matemáticas, ciencias y ciencias sociales.

FECHAS LÍMITE DE SOLICITUD

FECHAS DE EXÁMENES

21 de sept. del 2012 (9° al 12° grado)

Del 29 de oct. al 30 de nov. del 2012 (9° al 12° grado)

8 de feb. del 2013 (9° al 12° grado)

Del 25 de marzo al 26 de abril del 2013 (9° al 12° grado)

3 de mayo del 2013 (K al 8° grado)

Del 10 al 14 de junio del 2013 (K al 8° grado)

3 de mayo del 2013 (9° al 12° grado)

Del 17 al 21 de junio del 2013 (9° al 12° grado)

Los exámenes para aceleración serán administrados durante el año escolar en la mayoría de preparatorias y durante el verano en otros sitios aun no determinados. Los resultados serán devueltos a la escuela local del alumno, dentro de 4 a 5 semanas de la fecha del examen.

Para información sobre el contenido del examen o para repasar los materiales, visite el sitio web www.depts.ttu.edu/ode/cbereview/

Si tiene otras preguntas, pregúntele a su consejero o llame a la oficina State and National Assessments al (972) 925-6433.

**Directions for Completing
Credit by Examination for Acceleration (CEFA) Applications**

Go to <http://assessment.dallasisd.org> to register each student. At the top of the page click on the “CEFA” box Ordering online. Sign in information is the same credentials needed to log in to the district network on your computer. It requires your district User ID and Password. A signature page must be completed and fax to 972-794-3541 for each student before deadline.

Note: Online applications will not be processed without the signature page.

1. **For high schools students only, no more than two (2) exams are recommended for each administration period. For special situations, or if a student is a senior, no more than 4 exams may be requested.**
2. **Signature page for high schools can be found on pages 12 and 13.**
3. **Signature page for elementary and middle schools can be found on pages 8 and 9.**

Credit by Examination for Acceleration (CEFA)
Elementary, Middle School Exam Codes 2012-2013

Course	Exam Code
Kindergarten (Local) Reading and Math	200
Grade 1 (LA, M, SCI, SS) (4 exams)	201
Grade 2 (LA, M, SCI, SS) (4 exams)	202
Grade 3 (LA, M, SCI, SS) (4 exams)	203
Grade 4 (LA, M, SCI, SS) (4 exams)	204
Grade 5 (LA, M, SCI, SS) (4 exams)	205
Grade 6 (EN, HIS, M, SCI) (8 exams)	206
Grade 7 (EN, HIS, M, SCI) (8 exams)	207
Grade 8 (EN, HIS, M, SCI) (8 exams)	208
Art (ART) 6A	209
Art (ART) 6B	210
Health (HLED) 6	211
Reading (READ) 6A	212
Reading (READ) 6B	213
Art (ART) 7A	214
Art (ART) 7B	215
Reading (READ) 7A	216
Reading (READ) 7B	217
Art (ART) 8A	218
Art (ART) 8B	219
Health (HLED) 7	220
Health (HLED) 8	221
Computer Applications 7/8 (Local)	222

Elementary/Middle School Signature Page

Principal and Counselor Approval

We approve this application and certify that the information on this application is correct to the best of our knowledge and that the District's guidelines have been followed.

(Principal's Signature)

(Date)

(Counselor's Signature)

(Date)

Applications received after the deadline may not be accepted.

PARENT APPROVAL FOR EXAMINATION FOR ACCELERATION (CEFA)

As the parent or legal guardian of the child whose name appears on this application, I acknowledge the following:

1. I understand the CEFA procedure as explained to me by the counselor or principal.
2. I have discussed the advisability of my child's attempt to earn CEFA credit with the child's teacher, counselor and/or principal.
3. I understand that my child must score at least 90% in all four core areas (language arts, mathematics, science and social studies) in order to be accelerated.
4. I understand that, if my child is eligible to receive CEFA credit, the results of the examination will be placed in my child's cumulative record. The number that will be recorded on the cumulative record will be the **actual score on the test**. This number may be lower than the grade my child could have received if he/she had actually taken the subject in question, since the recorded number is based solely on test results.
5. I understand that it is my or my child's responsibility to obtain information on test content or objectives in a timely manner.
6. I understand that even though Texas Tech University Division of Outreach & Distance Education may send information about extensions of test date(s), State and National Assessments **will not** honor extensions. Students are expected to adhere to posted registration deadlines and test dates.

Parent/Legal Guardian's Signature

Daytime telephone number

Student Name _____ School _____

SS#/PEIMS # _____ ID# _____

Address _____ City, Zip Code _____

Exam(s) _____ Grade _____

Mail to State and National Assessments, Box 150 before the appropriate testing deadline.

Credit by Examination for Acceleration (CEFA)
High School Exam Codes 2012-2013

Course	Exam Code
Accounting (ACCT) 1A	100
Accounting (ACCT) 1B	101
Business Computer Information Systems (BCIS) 1A	102
Business Computer Information Systems (BCIS) 1B	103
Business and Consumer Law (BLAW) 1A	104
Business and Consumer Law (BLAW) 1B	105
Introduction to Business (IBUS) 1A	106
Introduction to Business (IBUS) 1B	107
Recording Keeping (RECK) 1A	108
Recording Keeping (RECK) 1B	109
Child Development (CD)	110
Individual and Family Life (IFL)	111
Nutrition and Food Service (NFS)	112
Personal and Family Development (PFD) 1A	113
Personal and Family Development (PFD) 1B	114
Economics (ENT)	115
Communications Applications (CMAP)	116
English I (ENG) 9A	117
English I (ENG) 9B	118
English II (ENG) 10A	119
English II (ENG) 10B	120
English III (ENG) 11A	121
English III (ENG) 11B	122
English IV (ENG) 12A	123
English IV (ENG) 12B	124
Journalism (JOUR) 1A	125
Journalism (JOUR) 1B	126
Art, Level 1 (ART) 1A	127
Art, Level 1 (ART) 1B	128
Music History I (MHIS) 1A	129
Music History I (MHIS) 1B	130
Health (HLED)	131
French, Level I (FREN) 1A	132
French, Level I (FREN) 1B	133
French, Level II (FREN) 2A	134
French, Level II (FREN) 2B	135
German, Level I (GERM) 1A	136
German, Level I (GERM) 1B	137
German, Level II (GERM) 2A	138
German, Level II (GERM) 2B	139
Latin, Level I (LAT) 1A	140
Latin, Level I (LAT) 1B	141
Latin, Level II (LAT) 2A	142
Latin, Level II (LAT) 2B	143

Credit by Examination for Acceleration (CEFA)
High School Exam Codes 2012-2013

Course	Exam Code
Spanish, Level I (SPAN) 1A	144
Spanish, Level I (SPAN) 1B	145
Spanish, Level II (SPAN) 2A	146
Spanish, Level II (SPAN) 2B	147
Spanish, Level III (SPAN) 3A	148
Spanish, Level III (SPAN) 3B	149
Algebra I (ALG) 1A	150
Algebra I (ALG) 1B	151
Algebra II (ALG) 2A	152
Algebra II (ALG) 2B	153
Geometry I (GEOM) 1A	154
Geometry I (GEOM) 1B	155
Mathematics Models with Applications (MMOD) 1A	156
Mathematics Models with Applications (MMOD) 1B	157
Pre-Calculus (PCAL) 1A	160
Pre-Calculus (PCAL) 1B	161
Biology I (BIO) 1A	165
Biology I (BIO) 1B	166
Chemistry (CHEM) 1A	167
Chemistry (CHEM) 1B	168
Environmental Systems (ENVS) 1A	169
Environmental Systems (ENVS) 1B	170
Physics I (PHY) 1A	171
Physics I (PHY) 1B	172
Integrated Physics and Chemistry (IPC) 1A	173
Integrated Physics and Chemistry (IPC) 1B	174
World Geography Studies (GEO) 1A	175
World Geography Studies (GEO) 1B	176
United States Government (GOVT)	177
United States History (HIST) 1A	178
United States History (HIST) 1B	179
World History Studies (HIST) 2A	180
World History Studies (HIST) 2B	181
Psychology (PSY)	182
Sociology (SOC)	183
Computer Science (CS) 1A	186
Computer Science (CS) 1B	187
Independent Study in Technology Applications (ISTA) 1A	188
Independent Study in Technology Applications (ISTA) 1B	189
Web Mastering (WEB) 1A	190
Web Mastering (WEB) 1B	191

High School Signature Page

Principal and Counselor Approval

We approve this application and certify that the information on this application is correct to the best of our knowledge and that the District's guidelines have been followed.

(Principal's Signature)

(Date)

(Counselor's Signature)

(Date)

Applications received after the deadline may not be accepted.

PARENT APPROVAL FOR EXAMINATION FOR ACCELERATION (CEFA)

As the parent or legal guardian of the child whose name appears on this application, I acknowledge the following:

1. I understand the CEFA procedure as explained to me by the counselor or principal.
2. I have discussed the advisability of my child's attempt to earn CEFA credit with the child's teacher, counselor and/or principal.
3. I understand that it is my child's responsibility to request examination review sheets or information on test content in a timely manner.
4. I understand that State and National Assessments' decisions related to the administration and scoring of CEFA are final.
5. I understand that my child must score at least 90% on the course test in order to receive credit for the course.
6. I understand that the results of the CEFA will **not** be used to compute my child's GPA or class rank. I also understand that, if my child is eligible to receive CEFA credit, the results of the examination will appear on my child's academic achievement record (AAR). The number that will be recorded on the AAR will be the **actual score on the test**. This number may be lower than the grade my child could have received if he/she had actually taken the course in question since the recorded number is based solely on test results.
7. I understand that even though Texas Tech University Division of Outreach & Distance Education may send information about extensions of test date(s), State and National Assessments **will not** honor extensions. Students are expected to adhere to posted registration deadlines and test dates.

Parent/Legal Guardian's Signature

Daytime telephone number

Student Name _____ School _____

SS#/PEIMS # _____ ID# _____

Address _____ City, Zip Code _____

Exam(s) _____ Grade _____

Mail to State and National Assessments, Box 150 before the appropriate testing deadline

COMPUTER APPLICATIONS EXAMINATION FOR ACCELERATION

The Instructional Technology Department (with permission from the Texas Education Agency) developed an assessment instrument that will evaluate a student's mastery of the objectives/Texas Essential Knowledge and Skills (TEKS) of computer applications. Students in Grades 7-8 are eligible to take the examination in order to be exempt from the semester course. The examination has a written section and a performance section:

Section 1 - Written

- 50 multiple choice items based on a general knowledge of computer use and functions (50% of the final score)
- Time limit - 60 minutes
- Students must correctly answer a minimum of 45 questions (90%) to qualify for Section 2

Section 2 - Performance

- Performance exam accounts for 50% of the final score
- Exam includes word processing, database, and spreadsheet applications on District PC-compatible computers - students must be able to edit and manipulate existing files
- Time limit - 90 minutes

State and National Assessments will coordinate the written portion of the examination during the fall semester. To facilitate the process, test administrators will be sent to schools to test students in groups of 30 or less. **Please determine the number of students to be tested in your building and list the names on the request log. The acceleration application forms (signed by parents) and the computer applications for acceleration request log should be mailed to State and National Assessments, Box 150 no later than September 21, 2012. The school's request log may be faxed to (972) 794-3541 so that arrangements for the written portion may be made as soon as possible.**

Upon completion of the written section, the performance section of the examination will be coordinated by the Instructional Technology Department during November and December 2012. Based on needs and numbers, the performance section may be administered at your school.

As indicated on the District application form, a student must receive a score of 90% or above on the two combined portions of the examination in order to receive credit.

The Summer 2013 deadline for computer applications for acceleration is May 3, 2013; the summer test window dates will be within June 10 – 21, 2013. Please contact State and National Assessments at (972) 925-6433 if you need further clarification.

Computer Applications Signature Page

Principal and Counselor Approval

We approve this application and certify that the information on this application is correct to the best of our knowledge and that the District's guidelines have been followed.

(Principal's Signature)

(Date)

(Counselor's Signature)

(Date)

Applications received after the deadline may not be accepted.

PARENT APPROVAL FOR EXAMINATION FOR ACCELERATION (CEFA)

As the parent or legal guardian of the child whose name appears on this application, I acknowledge the following:

1. I understand the CEFA procedure as explained to me by the counselor or principal.
2. I have discussed the advisability of my child's attempt to earn CEFA credit with the child's teacher, counselor and/or principal.
3. I understand that my child must score at least 90% on the two combined portions of the examination in order to receive credit for the course.
4. I understand that, if my child is eligible to receive CEFA credit, the results of the examination will be placed in my child's cumulative record. The number that will be recorded on the cumulative record will be the **actual score on the test**. This number may be lower than the grade my child could have received if he/she had actually taken the subject in question, since the recorded number is based solely on test results.
5. I understand that it is my or my child's responsibility to obtain information on test content or objectives in a timely manner.

Parent/Legal Guardian's Signature

Daytime telephone number

Student Name _____ School _____

SS#/PEIMS # _____ ID# _____

Address _____ City, Zip Code _____

Exam(s) _____ Grade _____

Mail to State and National Assessments, Box 150 before the appropriate testing deadline.

**Computer Applications Examinations for Acceleration
Request Log**

School Name _____ **Phone #** _____

Contact Person _____ **Fax #** _____

Student Name	ID Number
1.	
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25.	

OVERVIEW
CREDIT BY EXAMINATION WITH PRIOR INSTRUCTION, GRADES 6-12
2012-2013

WHAT IS IT?

Credit by Examination (CBE) is a means by which Dallas Independent School District students who have received prior instruction in course(s) but, have not received credit(s) may take test(s) to receive credit(s) for course(s) with parent, counselor, and principal approval. Students should apply for CBE through the school counselor.

WHO MAY APPLY?

District students in Grades 6-12 who have failed course(s), been referred by the attendance committee, or with other special circumstances may apply through the school counselor.

ENROLLMENT AND COST

The counselor and/or student must complete the District application and the Texas Tech enrollment form found on pages 23 and 24 on this manual or at the following link: <http://www.depts.ttu.edu/ode/policies/> (*K-12 enrollment form*). The cost is **\$40.00 per semester exam + shipment**

TEST PREPARATION

For information on test content or review materials, visit <http://www.depts.ttu.edu/ode/cbereview>. The test(s) must be taken within 30 days of the registration date.

Even though Texas Tech University may send information about extensions of test date(s), State and National Assessments **will not** honor extensions. Students are expected to adhere to posted registration deadlines and test dates.

WHEN MAY TESTS BE ADMINISTERED?

CBE scheduling and test administration should be coordinated by school personnel (with principal approval) **throughout the school year**. The tests should be scheduled at the school as deemed appropriate with principal approval. State and National Assessments will coordinate summer CBE administration from **June 10 - 21, 2013**, (specific dates to be determined), only for students that were unable to be scheduled during the school year. Counselors should submit District application(s) and Texas Tech University enrollment form(s), and money orders to **State and National Assessments, Box 150 before May 3, 2013**, for CBE applicants who will test during Summer 2013.

WHAT PERCENT MASTERY MUST STUDENTS ATTAIN TO RECEIVE CREDIT?

A Student may be given credit for an academic subject in which he or she had some prior instruction if the student scores 70 percent on the TEA approved examination from Texas Tech.

If you have other questions, ask your school counselor or call State and National Assessments at (972) 925-6433.

2012-2013 CREDIT BY EXAMINATION (CBE) APPLICATION (Grades 6 - 12)

TEA #: _____ SCHOOL: _____ PHONE #: _____

This application should be completed for a District student requesting CBE.

Name of Student: _____
(last) (first) (middle)

Student Address: _____
(street) (apt #) (city) (zip)

Home Phone: _____ Date of Birth: _____
(month) (day) (year)

Student ID Number: _____ Social Security/PEIMS #: _____

Current Grade Level: _____ Race/Ethnic Group: _____

CBE Course Request (provide course name and semester; maximum of 4 exams allowed):

Did the student fail the above course because of unexcused absences? (Check one)

_____ 1. Yes _____ 2. No

Does teacher of course recommend CBE? ___ Yes ___ No

Date

Teacher Signature

Principal and Counselor Approval

We approve this CBE application and certify that the information on this application is correct to the best of our knowledge and that the District's guidelines have been followed.

(Principal's Signature) (Date) (Counselor's Signature) (Date)

Payment of fee @ \$40.00 per semester course (Check form of payment that is enclosed.)

- ___ 1. Cashier's check payable to Texas Tech University
- ___ 2. Money order payable to Texas Tech University
- ___ 3. Master Card, VISA, or Discover credit card

PARENT APPROVAL FOR CREDIT BY EXAMINATION (CBE)

As the parent or legal guardian of the child whose name appears on this application, I acknowledge the following:

1. I have discussed the advisability of my child's attempt to earn credit by examination with the counselor or principal, and I understand the CBE procedures.
2. I understand that once the CBE application is initiated, the \$40.00 fee is nonrefundable.
3. I understand that my child must score at least 70 on each test in order to earn credit and that State and National Assessments' decisions related to administration and scoring of the examinations are final.
4. I understand that the scores on CBE will not be used to gain eligibility for participation in extracurricular activities.
5. I understand that CBE score(s) will not be used to determine class rank or grade point average.
6. I understand that it is my or my child's responsibility to obtain information on test content or objectives in a timely manner.
7. I understand that even though Texas Tech University Division of Outreach & Distance Education may send information about extensions of test date(s), State and National Assessments **will not** honor extensions. Students are expected to adhere to posted registration deadlines and test dates.

Parent/Legal Guardian's Signature

Daytime telephone number

Note: For testing scheduled during the year, this application should be kept on file at the school.

For testing during the summer, submit a copy of this form and the Texas Tech University Division of Outreach & Distance Education Enrollment Form for CBE Grades K-12 to State and National Assessments, Box 150 before May 3, 2013.

OVERVIEW
CREDIT BY EXAMINATION FOR STUDENTS ENTERING THE DISTRICT FROM HOME
STUDY OR NON-ACCREDITED SCHOOLS, GRADES K-12
2012-2013

WHAT IS IT?

Credit by examination with *Assessment of Course Performance (CBEWACP)* is a means by which students entering the Dallas Independent School District from home study or non-accredited schools may receive credit for prior instruction in course(s) with parent, counselor, and principal approval. Students should apply for CBEWACP through the school counselor.

WHO MAY APPLY?

Students entering the District in the second semester of Grade 9 or either semester in Grades 10-12 from a **non-accredited school** or **home study** may apply for CBEWACP in order to verify/receive credit(s) for prior instruction.

Students entering the District's elementary or middle schools from home study or non-accredited schools should be placed with principal and school personnel discretion and use of available diagnostic measures.

ENROLLMENT AND COST

The counselor/student must complete the District application and submit it to State & National Assessments, Box 150 or fax to (972) 794-3541. The District's *Assessment of Course Performance (ACP)* semester examinations will be used to assess mastery of the essential elements at no cost to the parent/student. State and National Assessments will assign a test administrator who will go to the school to administer the test(s).

TEST PREPARATION

It is the responsibility of the student/parent to obtain information on course content. The District is not obligated to furnish textbooks, study guides, tutoring, or other instructional aids to students who apply and enter the District from home study or non-accredited schools.

WHEN WILL TESTS BE ADMINISTERED?

Upon receipt of the student application, the tests will be administered as soon as possible by a State and National Assessments test administrator.

**If you have other questions, ask your school counselor or call State & National Assessments at
(972) 925-6410.**

2012-2013 CREDIT BY EXAMINATION APPLICATION (CBewACP)

TEA #: _____ SCHOOL: _____ PHONE #: _____

(Grades 9 - 12)

This application should be completed for a student who is entering the District from a program of home study or a non-accredited institution.

Name of Student: _____
(last) (first) (middle)

Student Address: _____
(street) (apt #) (city) (zip)

Home Phone: _____ Date of Birth: _____
(month) (day) (year)

Student ID Number: _____ Social Security/PEIMS #: _____

Grade level in which student wishes to enroll:

(Check one) ___ 9 (2nd semester) ___ 10 ___ 11 ___ 12

Program last attended: (Check one)

- ___ 1. Home study
- ___ 2. Church school
- ___ 3. Other private school
- ___ 4. Other _____

CBewACP is requested for the following semester course(s) [specify 1st or 2nd semester]:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Has the Parent Approval Form on the back of this application been signed? (Check One)

- ___ 1. Yes
- ___ 2. No

Principal and Counselor Approval

We certify that the information on this application is correct to the best of our knowledge and that the District's guidelines have been followed.

(Principal's Signature) (Date) (Counselor's Signature) (Date)

CBewACP should be completed prior to awarding credit in the Dallas Independent School District.

PARENT APPROVAL FOR CREDIT BY EXAMINATION (CBEwACP)

As the parent or legal guardian of the child whose name appears on this application, I acknowledge the following:

1. The student is entering the District from a program of home study or non-accredited institution.
2. I have discussed the District’s credit by examination requirement with the counselor or principal, and I understand the credit by examination procedures as it was explained.
3. I understand that my child must score at least 70 on each semester test in order to earn credit and that State and National Assessments’ decisions related to administration and scoring of the examinations are final.
4. I understand that credit by examination will not be used to gain eligibility for participation in extracurricular activities.
5. I understand that credit by examination will not be used to determine class rank or grade point average.
6. I understand that it is my or my child’s responsibility to obtain information on test content or objectives in a timely manner.

Parent/Legal Guardian’s Signature

Date

Daytime telephone number: _____

Note. The District’s *Assessment of Course Performance (ACP)* examinations will be used to measure mastery of the essential elements at no cost to the student/parent.

Please send a copy of this application to **State & National Assessments, Box 150 or fax to (972) 794-3541**. A copy of this application should also be kept on file at the school. Submit application as close to requested testing date(s) as possible.

Upon receipt of application, a test administrator will be assigned to schedule testing at the school as soon as possible.

Preferred Date(s) of Testing _____
(State & National Assessments will attempt to honor request when possible.)

HOW TO ENROLL: Please legibly print all information on this form.



Online:
www.k12.ttu.edu



Call:
800.MY.COURSE
(800.692.6877)

806.742.7101
Locally



Mail to:
TTU ISD
605 Indiana Avenue
Box 42191
Lubbock, Texas
79409-2191



Fax to:
806.742.7222

806.742.7288
Full-time diploma
students

STUDENT INFORMATION - Failure to complete this information will result in your enrollment being delayed.

Students with disabilities should read the information on the website or in the catalog before submitting this enrollment form. Documentation must accompany this form.

Social Security Number _____ If you do not provide a valid SSN, you will be assigned a matriculation number.

E-mail Address (required if submitting lessons via e-mail & for the Portal) _____

By providing your e-mail address, you are authorizing TTU ISD to send you relevant information and/or updates electronically.
 For more information about TTU's Privacy Policy, visit www.ttu.edu/policy/privacy.php.

Name _____ Birthdate (Do not leave blank. This information is required.) _____
Last Name First Name MI (MM/DD/YYYY)

Mailing Address (for lessons) _____
Address City State Zip

Shipping Address _____
(for UPS delivery of course materials) Address City State Zip

Home Phone () _____ Work Phone () _____ ext. _____ Cell Phone () _____

SCHOOL AND CBE PROCTOR INFORMATION - Failure to complete this information will result in your enrollment being delayed.

School Name (if homeschooled or in the full-time diploma program, indicate here) _____ School Phone _____ ext. _____

School Address _____
City County (TX only) State Zip

Print Official's name and title here _____ Date _____
(Parent/Guardian if homeschooled)

SCHOOL CODES: County _____ District _____ Campus _____

Students enrolling in CBEs - PLEASE READ. If you are attending a public or private school and are enrolling in a CBE, the CBE administrator is a school official unless the school official listed above wishes to designate an alternate proctor. Tutors or officials from non-accredited schools cannot proctor CBEs. CBEs for the full-time diploma program and homeschooled students will be sent to the approved designated proctor below. Contact our office for a listing of approved proctors.

CBE Approved Designated Proctor Information (complete this section only if you are a full-time diploma program student, are homeschooled, or are enrolled in a non-accredited school)

Name (please print) _____ Title _____

School/Facility Name _____ Address _____ Phone _____ ext. _____

COURSE AND/OR CBE ORDER INFORMATION*

If you enroll in more than one course, please note that ALL courses will expire six months from the date of enrollment.

Course or CBE ID and Name	I wish to order the (check only one):			Course Cost
	CBE	COURSE - ONLINE VERSION	COURSE - PRINT-BASED VERSION	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

*PLEASE READ. Course cost includes tuition and all applicable fees. Textbooks and materials are not included. All enrollments are processed in the order they are received.

Total Course Cost _____

Total Textbook Cost _____
 (from back of application)

Grand Total _____
 (Total Course Cost + Total Textbook Cost)

PAYMENT INFORMATION

Form of Payment

- Check - NO TEMPORARY CHECKS ACCEPTED (payable to Texas Tech University) Clk. # _____ *Driver's License # _____ *Date of Birth _____
- Money Order (payable to Texas Tech University) P.O. # _____
- Credit Card: MasterCard VISA Discover American Express

Card # _____ Cardholder's Name _____

Expiration Date _____ Signature _____

*required when paying by check

OPTIONAL INFORMATION

Sex _____ Race/Ethnicity (Please check one): White African American Hispanic Asian/Pacific Islander American Indian/Alaska Native Other: _____
Information regarding race/ethnicity is voluntary and will be used in a nondiscriminatory manner, consistent with applicable civil rights laws. Information supplied will be used for Federal and/or State law reporting purposes.

Where did you hear about our program? Circle the best answer, please.

- Academic Advisor Internet TTUISD Catalog Conference Friend/Family Member Other (please specify) _____

STUDENT AGREEMENT

I agree to abide by all of the policies and procedures governing TTUISD. (The Policies are available online at www.k12.ttu.edu, or obtain a printed copy by calling 800.692.6877.) TTUISD policy and applicable law governing the release of student education records permits TTUISD to release grades for students under 18 years of age to the students' parents or legal guardians without requiring student permission. If the custodial parent does not want TTUISD to release grades or other educational information to the non-custodial parent, a court or other legal decree that clearly states that the non-custodial parent does not have any educational rights with regard to the child must be provided to TTUISD. However, a student 18 years of age or older must grant permission for TTUISD to release grades to parents or legal guardians. In addition, TTUISD policy and applicable law permits TTUISD, without prior consent and regardless of age, to release a student's grades to a requesting school if the student is enrolled in or transferring to the requesting school. I certify that this information is complete and correct to the best of my knowledge. I authorize the University to verify the information I have provided. If applicable, I also authorize TTUISD to electronically access my Texas Success Initiative (TSI) information.

I have read, understand and agree to the TTUISD policy governing the release of my student education records. yes no
I am 18 or older, and I authorize TTUISD to release my grade(s) to my parents and/or legal guardians. yes no

Student's Signature _____ Date _____
(required for all students)

Parent's/Guardian's Signature _____
(if student is a minor, both parent/guardian and student must sign)

If you checked "yes" above, please include your parents' and/or legal guardians' full legal name(s).

1. _____
2. _____
3. _____
4. _____

BOOKS AND/OR MATERIALS ORDER INFORMATION

You may purchase textbooks and/or materials through MBS Direct.

MBS Direct

Online: <http://bookstore.mbsdirect.net/ttuisd.htm>

TTUISD reserves the right to make changes at any time without notice. This form is valid from August 1, 2011 to July 31, 2012.
Visit www.k12.ttu.edu or call 800.692.6877 for updated information.

This form may be duplicated.

