



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
MENWITH HILL ELEMENTARY/HIGH SCHOOL
PSC 45, UNIT 8435
APO AE 09468
October 22, 2007

DoDDS POLICY FOR ACCELERATION BEFORE THE END OF THE SEMESTER

Students whose parents are PCSing have the opportunity to earn semester credit by participating in the acceleration process. DoDDS students may request assignments and tests to earn credit for their classes before the end of the school semester. They may apply for this acceleration if the following conditions apply:

- The sponsor and dependent will be returning to the United States 20 days or less before the end of the semester. A copy of the sponsor's PCS orders must be provided to acknowledge the acceleration request.
- The application for acceleration must be made four weeks prior to the withdrawal date.
- The acceleration request must be completed and returned to the counselor's office within two days so they may receive acceleration contracts (available in the Main Office)
- If conditions are met, teachers will provide assignments and tests through the end of the semester. These assignments and tests must be turned in at least one day prior to withdrawal from school

When following these conditions, the last **FULL** date of attendance by students whose sponsor is PCSing and still receives credit for the semester is December 11, 2008 and May 14, 2009. In order to accomplish this acceleration the counselor must receive the application for acceleration one month prior to those dates, which are November 11, 2008 and April 14, 2009.

What does this mean for you and your student?

1. Your child must meet with each of their teachers so they can complete the acceleration contract.
2. You and your child must sign an acceleration application that includes your PCS orders. This ensures that everyone understands your obligation to complete all assignments prior to the move. Your child will receive a contract of course work that will be signed by each teacher.
3. The student must complete all the reading, homework assignments, quizzes, tests, projects and final exams prior to your last day of school in order to get credit. Failure to complete all contracted work will result in the receipt of "NO Credit" for each incomplete class.

A high school student whose sponsor is not PCSing but are leaving school prior to the end of the semester will receive the current grade up to that point for the class work, which allows them to immediately enroll in the next high school to finish the semester. A student who leaves school prior to the end of the semester and does not finish his work will not receive semester credit for the classes taken during that semester. Family trips during this time of the year are not an excuse for leaving early. All class work must be finalized prior to the end of the semester to receive credit for the semester.

ACCELERATED STUDIES APPLICATION FORM

NAME:	GRADE:
LAST DAY IN SCHOOL:	PCSing:

- DoDEA Manual 2005.1, dated January 2003 allows for this program only when the family is PCSing. The dates for SY 2008/2009 are **11 December 2008** and **14 May 2009**.

The purpose of this form is to allow the teachers the opportunity to prepare an accelerated program and comment on the effect this may have on the student's progress, learning and grades. Acceleration implies and expects all class work, assignments, and exam requirements are to be completed. The teacher may offer compacted alternative requirements supporting successful completion of all requirements within constraints that may arise. Within one week of this notification, the teacher will provide a written plan to include all requirements and a time line.

Student should first take this form to all their teachers then home to the parent for their signature and then to the principal.

ADMINISTRATIVE COMMENTS; "This absence may have a negative effect on the student's grades."

SUBJECT	TEACHER'S SIGNATURE	COMMENTS
PERIOD 1		
PERIOD 2		
PERIOD 3		
PERIOD 4		
PERIOD 5		
PERIOD 6		
PERIOD 7		

Signature of Student
 Signature of Parent
 Leslie Bryan, Principal, Menwith Hill School

Return the completed form to the principal or designated staff member to file. An approved copy is provided for parents.

- **COPY TO GUIDANCE COUNSELOR**