



Administrative Procedure Form 222-1

REQUEST FOR CREDIT RECOVERY – STUDENT PLAN

ID (if known)

Section 1: *To be completed by the student*

Student Information

LastName	First Name	Birthdate			
		Day	Mon	Year	

Course Information (course for which I am applying):

Course Name

Student Credit Recovery Plan

Actions I will be taking to ensure Credit Recovery will be successful:

Expected Completion Date:

DAY	MONTH	YEAR

I understand that I must have a minimum mark of 40% or I must have a minimum mark of 35% and attended at least 75% of classes to request Credit Recovery.

My mark as reported on my report card was: _____%

Attendance _____%

Day	Mon	Year

Student's Name

Signature



Administrative Procedure Form 222-1

ONCE THIS SECTION IS COMPLETE, PROVIDE TO YOUR TEACHER
REQUEST FOR CREDIT RECOVERY –TEACHER PLAN

Section 2: *To be completed by the school*

Original Teacher Information:

Last Name	First Name	Teacher's Certificate
-----------	------------	---------------------------

New Teacher Information (*if required*):

Last Name	First Name	Teacher's Certificate
-----------	------------	---------------------------

Course Work Expectations:

Including outcomes to achieve, specific assignments, identification of adaptations and due dates for each task (*or attach work plan*).

Evaluation:

--	--	--	--

Original Final Mark Record submitted to the
Ministry of Education

_____ %

New Final Mark Record submitted to the
Ministry of Education

_____ %



Administrative Procedure Form 222-1

(place this form in the student's cumulative file and fill in the Mark Correction form)

Teacher

Signature

Day		Mon		Year			

Principal

Signature

Day		Mon		Year			

Superintendent

Signature

Day		Mon		Year			