

***Sancta Familia Academy***  
***Guidelines for***  
***Application for Academic/Elective Transfer Credit***

- 1) If a student would like to receive junior high or high school credit for course work taken outside of Sancta Familia Academy AND the student meets the residency requirement, this application must be filled out and approved. This applies to all types of courses, be they fine arts, core academic courses or physical education.
- 2) Please review the attached sheet as to what must accompany this Application. In most instances with regard to core courses, a copy of student work must accompany this Application. Please consult the attached sheet as to what constitutes student work. Any incomplete Application will not be processed and will be returned. Please submit copies of student work as the work will not be returned. In some instances, we may request additional documentation for a course.
- 3) Please also remember to receive .5 credits per semester for a course; a student must complete a total of 4 - 5 hours per week in instruction, studying time, application or practice over a 16 - 18 week period (total of 70 hours). If a course is completed during the summer, these same requirements apply.
- 4) If a course is accepted, it will appear on the student's transcript and a grade will be factored into the student's current GPA.
- 5) All high school students who enroll at S.F.A. for the first time must submit an Application for Transfer of Academic/Elective Credit for those courses that a student wishes to be consider toward Sancta Familia's graduation requirements.
  - a. If you are transferring from a public or private school the official transcript will be your application.
  - b. If you are transferring from a home school setting, then you will need to fill out the Application for Transfer of Academic/Elective Credit and attach the appropriate documentation as listed below in order to obtain approval of those credits you wish to transfer to S.F.A. Please remember that S.F.A. might ask for additional completed work from your student and/or when necessary, might ask your student to take a test, which would show satisfactory completion of the course.

If you have any questions or need assistance completing this application, please contact the office at 321-259-6464. Attached is the Application itself as well as a list of the required documentation for each type of class.

Thank You!!

## *Application for Academic/Elective Transfer Credit*

### **Section 1: Student Information**

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

### **Section 2: Residency Requirements**

Freshman Year: 2 core classes are needed; please list those courses here:

\_\_\_\_\_

Sophomore Year: : 2 core classes are needed; please list those courses here

\_\_\_\_\_

Junior Year: : 2 core classes are needed; please list those courses here

\_\_\_\_\_

Senior Year: 2 core classes are needed; please list those courses here:

\_\_\_\_\_

Core classes are as follows: Mathematics, English, Science, Social Studies, Bible, Foreign Language and Computer Science. In order to meet residency you must take the required number of core classes at S.F.A. **If residency is not met then outside classes will not be included on transcript and there is no need to submit this application.**

### **Section 3: Course Information**

Name of Course: \_\_\_\_\_ 1<sup>st</sup> Semester \_\_\_\_\_ 2<sup>nd</sup> Semester \_\_\_\_\_

**If the course is a core subject matter course and covers the materials that would be covered in an SFA course, please name the course the same name as the SFA Course.**

Course taken at (please check one): Home \_\_\_\_\_ School \_\_\_\_\_ Other: \_\_\_\_\_

Grade in which course work was completed: \_\_\_\_\_ (i.e. 9<sup>th</sup> grade)

Date Course Began: \_\_\_\_\_ Date Course Ended: \_\_\_\_\_

Total Number Of Weeks: \_\_\_\_\_

Hours of instruction/study/practice time completed per week: \_\_\_\_\_

Course Grade Received: \_\_\_\_\_ % and \_\_\_\_\_ (letter grade)

If course was completed at another school (i.e. a community college) please list the following information about the school and attach A TRANSCRIPT. You do not need to fill out any information requested below nor does any student work need to be attached.

Name of School:

\_\_\_\_\_

Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_



***Documentation Required for  
Transfer of Academic or Elective Credits***

<b>Subject</b>	<b>Required Documentation (Only one item is required!)</b>
<b>Bible</b>	<ul style="list-style-type: none"> <li>• End of the Semester Comprehensive Exam</li> <li>• End of the Semester Paper (i.e. Research Paper)</li> <li>• Cumulative Project showing mastery of content for the semester</li> </ul>
<b>English</b>	<ul style="list-style-type: none"> <li>• End of the Semester Comprehensive Exam</li> <li>• End of the Semester Paper (i.e. Research Paper)</li> <li>• Cumulative Project showing mastery of content for the semester</li> <li>• Several Graded Writing Samples</li> </ul>
<b>Science</b>	<ul style="list-style-type: none"> <li>• End of the Semester Comprehensive Exam</li> <li>• Lab Notebook detailing labs completed and lab reports must be in the generally accepted scientific method format</li> <li>• Cumulative Project showing mastery of content for the semester.</li> </ul>
<b>Social Studies</b>	<ul style="list-style-type: none"> <li>• End of the Semester Comprehensive Exam</li> <li>• End of the Semester Paper (i.e. Research Paper)</li> <li>• Cumulative Project showing mastery of content for the semester</li> </ul>
<b>Fine Arts</b>	<ul style="list-style-type: none"> <li>• End of the Semester Comprehensive Exam</li> <li>• Cumulative Project showing mastery of content for the semester</li> <li>• If performance is final, then some type of evaluation by teacher must be submitted.</li> <li>• If ongoing lessons- then student should keep a log of time spent and should reflect weekly, in the log, on what they have learned.</li> </ul>
<b>Computer Science</b>	<ul style="list-style-type: none"> <li>• End of the Semester Comprehensive Exam</li> <li>• Cumulative Project showing mastery of content for the semester</li> </ul>
<b>Mathematics</b>	<ul style="list-style-type: none"> <li>• End of the Semester Comprehensive Exam</li> <li>• Cumulative Project showing mastery of content for the semester</li> </ul>
<b>Foreign Language</b>	<ul style="list-style-type: none"> <li>• End of the Semester Comprehensive Exam</li> <li>• End of the Semester Paper (i.e. Research Paper)</li> <li>• Cumulative Project showing mastery of content for the semester</li> <li>• Several Graded Writing Samples</li> </ul>
<b>Electives</b>	<ul style="list-style-type: none"> <li>• End of the Semester Comprehensive Exam</li> <li>• End of the Semester Paper (i.e. Research Paper)</li> <li>• Cumulative Project showing mastery of content for the semester</li> </ul>
<b>Physical Education</b>	<ul style="list-style-type: none"> <li>• Student should keep a log of time spent and should reflect weekly, in the log, on what they have learned.</li> </ul>