

Mercy High School Summer School Request and Information Form

Please read the policies below, then return completed form to your counselor. Students are encouraged to take classes for enrichment and review, as well as for remediation and advancement. This form will help your counselor update your Academic Plan. Students may not take summer school classes off-site without a signed and completed form.

Remediation

Students who earn a D or F in a course are expected to remediate the class before returning in the fall. Be sure to let your counselor know your plan for remediation with this form.

Remediation and Credit Recovery Off-Site Requests

Remediation and credit recovery should be completed at Mercy if they are offered. Courses that are not offered at Mercy can be completed at any of the approved schools. Counselors have the most up-to-date list and will provide it to families upon request.

Students should update their counselor when they sign up for the class. Please request official transcripts at the completion of the class and have them sent to Registrar Stephanie Montoya at Mercy. Remediated grades will be updated on the Mercy transcript within 3 days of the receipt of the off-site transcript. Families will receive confirmation from the school registrar.

Mercy High School is a college preparatory school and all students are expected to enroll in college preparatory classes at all times.

Advancement On-Site Requests

Students may request to take a summer school class at Mercy High School for the purpose of advancing to a higher level course the following year. Students must fill out this form and meet with a counselor to discuss the Academic Plan and course schedule for the following year. Approval for for-credit courses will be made with current teacher/department chair input.

Advancement Off-Site Requests

Any course taken outside of Mercy High School for the purpose of advancing or replacing a Mercy High School course must be approved by the Assistant Head of School for Academics in consultation with the counselor prior to enrolling in the course or by March 3, 2017, whichever is earlier. These classes will not appear on the Mercy High School transcript, nor will they earn Mercy credit. **Transcripts should be submitted to the Mercy Registrar, Stephanie Montoya by Aug. 11, 2018. Students who do not complete the off-site advancement course by the start of the school year will be required to take the class at Mercy.**

Enrichment

Students are encouraged to take classes for enrichment or review. Courses taken for this purpose will not receive credit. Students who take classes for enrichment do not need to fill out this form.

Please fill out the form on the next page in order to update your academic plan.

Mercy High School Summer School Information Form

Student Name _____ Date _____

Counselor Name _____

Course you intend to take this summer: _____

Location of course: _____

Purpose of the course: Remediation/Credit Recovery for a D or F grade
 Enrichment or Review
 Advancement to a higher level the following fall

My signature indicates that I understand and agree to the policies above.

Student Signature

Parent Signature

Approvals:

Counselor Signature

Department Chair Approval (for advancement)

This course has been approved:

Asst. Head of School for Academics Approval

Date