

**R. T. Fisher School**  
**Credit Recovery Process**

**I. Admissions**

- a. Student completes Credit Recovery Program application and meets with their administrator for a signature.
- b. Guidance confirms prior course enrollment and grade to ensure appropriateness of the request.
- c. Administrative and Guidance approval allows the student to enter the diagnostic phase of the program.
- d. Lab manager discusses specifics of the PLATO software with new CR enrollees.

**II. Coursework**

- a. Pretest
  - i. Student attempts mastery test for each course component
  - ii. Lab manager assigns units not mastered (80%) during pretest.
- b. Assignment
  - i. Student attempts mastery test for each course component.
    1. If mastered (80%), student proceeds to the next unit of study.
    2. If not mastered, student repeats the assigned level.
    3. Students must show sufficient mastery of PLATO objectives within six weeks of beginning their course to remain enrolled in the course.
    4. If a student has to be dropped from the CR program a parent will be notified.
    5. Students may reapply for the next term.

**III. Grading**

- a. The grade for reaching 80% mastery in a credit recovery course will be entered as a standard level "C" in the GHS grading system upon successful completion of the program.
- b. The credit recovery grade will be recorded on the student's transcript and does not replace the original grade received.

**IV. Record Retention**

- a. After recording on the transcript, the Credit Recovery Lab Completion Document must be placed in the student's cumulative record file and a copy mailed home to the parent by the appropriate guidance official.
- b. No teacher's name should be used when recording the grade awarded for a credit recovery course. CR should be listed by the course name to indicate

the course was completed through Credit Recovery. (These CR credits will be created as separate courses in STAR Student.)

**V. Student Failure or Removal from Credit Recovery**

- a. Students failing to master Credit Recovery objectives are removed from the course. Students not following Credit Recovery rules and regulations are removed from the course at the recommendation of the Lab Manager.
  - i. Students may reapply for next term.
  - ii. Students, if accepted for the second attempt, must complete the entire process.