

## **CORRESPONDENCE COURSES**

### **POLICY**

- 1.0 The Board recognizes that students in grades 7-12 may enroll in correspondence courses for reasons such as:
  - 1.1 to complete graduation requirements
  - 1.2 to take courses not offered at the local high school
  - 1.3 to take courses beyond those already registered for in the current year
  - 1.4 to obtain credits beyond the required number for graduation
  - 1.5 to take courses to meet job requirements
  - 1.6 to obtain an education when unable to attend school because of illness
  - 1.7 to continue Nova Scotia's curriculum when out of the province or country
  - 1.8 to take the place of summer school courses
  - 1.9 to meet unique university requirements
  - 1.10 to continue their education when they have been removed from school under the school's discipline code

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### **PROCEDURES**

- 1.0 The student or the student's parent/legal guardian is responsible for all expenses related to the taking of correspondence courses.
- 2.0 A student who enrolls in correspondence courses for reasons defined in Policy 1.2, Policy 1.6 and Policy 1.10 may apply to the School Administration Supervisor to arrange payment of registration fees and textbook costs.
- 3.0 Schools will advise students of realistic course loads as determined by the student's educational history and current circumstances.
- 4.0 The principal must give signed approval for correspondence courses if the student is registered in school.
- 5.0 A letter from the school principal confirming that the student was not able to successfully complete a semester or term, due to illness or a suspension, will support a request for payment.