

**High School Transcribed Credit Request Form**  
*(Please submit this request form prior to offering each course)*

High School \_\_\_\_\_ Date \_\_\_\_\_

NTC Course Title \_\_\_\_\_ Course #: \_\_\_\_\_ Credits \_\_\_\_\_

High School Course Title \_\_\_\_\_

Date Course Begins \_\_\_\_\_ Date Course Ends \_\_\_\_\_ Est. # of Students \_\_\_\_\_

DPI Certification Area \_\_\_\_\_

	YES	NO
1. Meet yearly to determine transcribed credit possibilities	_____	_____
2. Is the complete NTC course curriculum being taught at the high school?	_____	_____
- same content?	_____	_____
- same course objectives?	_____	_____
- same competencies?	_____	_____
- same student mastery?	_____	_____
- same evaluation process?	_____	_____
- same grading policy?	_____	_____
3. Is the textbook which is being used to teach this NTC course at the high school the same or an agreed upon equivalent to the textbook used at NTC?	_____	_____
4. If computer software is a requirement, is the version being used at the high school the same or acceptable?	_____	_____
5. Is the NTC employment application completed and sent to the STC office at NTC?	_____	_____

If the answer to any of the above questions is "no", this course does not meet the transcribed credit criteria. Please contact the STC office for further options.

If you answered "yes" to all of the above questions, please send to the STC office for processing.

Please sign this form and send it to the STC office at NTC.

High School Instructor \_\_\_\_\_ Date \_\_\_\_\_

NTC Faculty \_\_\_\_\_ Date \_\_\_\_\_

NTC Divisional Dean \_\_\_\_\_ Date \_\_\_\_\_

**By signing this document the high school teacher agrees that they will not use NTC curriculum for any other purpose than this transcribed credit course.**

**Please return this form to Sherry Resch at [reschc@ntc.edu](mailto:reschc@ntc.edu) or fax 715-301-2784**