

Instructions for filling out Credit-by-Exam Application Form

Please complete **Section A** as follows:

1. Choose a test date. (Dates are available on our web site at www.nisd.net/evalww/ or through your school counselor)
2. Choose an alternate test date in the event that your first choice is already full.
3. Indicate purpose of test: Acceleration, Validation of home school credit, or Recovery for a failed course.
4. If your child requires 504 or IEP test modifications, please circle Yes and attach a copy of his IEP or 504 minutes. Otherwise, circle No.
5. Fill in your child's name and the course he wishes to test out of.
6. Fill in your child's school, grade, birthdate, and social security number.
7. Print your name, daytime phone number, and address.
8. Sign and date the form.
9. Obtain the principal's and/or counselor's signature.
10. Make a copy of the form for your records after signatures are obtained.
11. Mail or deliver application along with required fee (**check or money order only**) to the Testing & Evaluation office. **Do not send cash.**
 - a. Refundable deposit of \$30 for Acceleration.
 - b. Nonrefundable \$45 fee per semester for Recovery or Validation.

Northside Independent School District
Testing & Evaluation Department (Credit-by-Exam)
5651 Grissom Road
San Antonio, TX 78238

Applications must be received in the Northside testing office no later than 30 days prior to the requested test date.

Please note, you must obtain signatures from your child's counselor and/or principal before you mail or bring the application to the Testing & Evaluation office. We cannot process the application unless we know that your child is eligible to test out of a particular course.

If you have any questions about the application or testing process, please call the Testing & Evaluation office at 397-8726 and ask for Judy Sharrock, or call Mrs. Sharrock directly at 397-8725.

You will be notified of the testing location approximately one month prior to the test date.