

Please print or type

# NORTHSIDE INDEPENDENT SCHOOL DISTRICT CREDIT-BY-EXAM APPLICATION

**Please mail application form and required deposit/fee (check or money order only – no cash) to:**

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

**Section A (to be completed by parent/guardian and counselor)**

Test Date: 1<sup>st</sup> Choice \_\_\_\_\_  
2<sup>nd</sup> Choice \_\_\_\_\_

**Acceleration** \_\_\_\_ (\$30 refundable deposit per test date)    **Validation** \_\_\_\_ (\$45 fee per semester test)    **Recovery** \_\_\_\_ (\$45 fee per semester test)

504 / IEP Test Modification    Yes \_\_\_ No \_\_\_    If yes, attach copy of IEP or 504 minutes.

I request that \_\_\_\_\_ be permitted to take the Credit-by-Exam test to test out of \_\_\_\_\_ . I understand granting credit does not imply the student has acquired all of the knowledge and skills that would have been derived from completing that grade level or course. If the student passes, I approve granting of the credit, and I understand the final grade recorded for the grade level or course will be that earned on the Credit-by-Exam test. At the high school level, this grade will be used in computing the student’s grade point average (GPA).

Student Information: School \_\_\_\_\_ Grade \_\_\_\_\_ Birth Date \_\_\_\_\_ SSN \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Daytime Phone \_\_\_\_\_

*(please print)*

Address: \_\_\_\_\_  
*(street) (Apt. #) (city) (zip)*

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
*Principal / Committee Signature      Date      Counselor’s Signature      Extension*

**Section B (for testing office use only)**

Test(s) given:

- |          |             |              |             |
|----------|-------------|--------------|-------------|
| 1. _____ | Date: _____ | Score: _____ | Pass / Fail |
| 2. _____ | Date: _____ | Score: _____ | Pass / Fail |
| 3. _____ | Date: _____ | Score: _____ | Pass / Fail |
| 4. _____ | Date: _____ | Score: _____ | Pass / Fail |

**Section C**

Grade (s) Recorded: \_\_\_\_\_  
*Campus Data Processing Secretary      Date*

**Testing Office Use Only:**

Deposit / Fee \_\_\_\_\_ TI \_\_\_\_\_ Received \_\_\_\_\_ Returned \_\_\_\_\_ Cashed \_\_\_\_\_

# 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/](http://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 Linda Pinner, or call Mrs. Pinner directly at 397-8725.

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