

NORTHSIDE INDEPENDENT SCHOOL DISTRICT

CREDIT-BY-EXAM APPLICATION

Submit Application via Mail or In-Person: Northside ISD Testing Office (Credit-by-Exam) 5651 Grissom Rd, SA,, TX 78238
or via Email: nicole.salazar@nisd.net. CBE contact information: Nicole Salazar (210) 397-8725

SECTION A: STUDENT & PARENT/GUARDIAN INFORMATION (additional instructions on next page)

Student Full Legal First and Last Name:		First Choice Test Date:	Second Choice Test Date:
Name of CBE Exam(s) - Grade level and/or Subject:		Purpose of Test(s):	
		Acceleration	Validation Recovery
Does your student have testing accommodations through an IEP or 504 Plan? If yes, attach copy of the IEP or 504 Plan			
YES - Special Ed. IEP		YES - 504 plan	NO - no accommodations needed
NISD Student ID#	Current Campus <small>(if completed in the summer, name next year's campus)</small>	Current Grade Level <small>(if completed in the summer, name next year's grade)</small>	Birth Date (MM/DD/YYYY)
Parent/ Guardian First and Last Name:		Parent/ Guardian Phone Number:	OPTIONAL: Phone Number #2
Street Address (apt. #, if applicable)		City	Zip Code
Parent/ Guardian Email Address:		OPTIONAL: Parent/ Guardian Email Address #2:	

SECTION B: ACKNOWLEDGEMENTS & SIGNATURES (to be completed by parent/guardian)

I request that the student named above be permitted to take the Credit-by-Exam(s) noted above.

I understand that granting credit does not imply the student has acquired all of the knowledge and skills that would have been derived from completing the grade level or course.

If the student receives credit, 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).

By signing this application, I agree to accept passing grades earned on this Credit-by-Exam test unless I submit a rejection letter to nicole.salazar@nisd.net within 90 days of receiving the results.

Parent/Guardian Signature: _____ Date: _____

Counselor's Signature: _____ Date: _____ Phone Ext: _____

Principal/Committee Signature: (ES campus only) _____ Date: _____

SECTION C (testing office use only)

1.	Date	Score	Pass	Fail
2.	Date	Score	Pass	Fail
3.	Date	Score	Pass	Fail
4.	Date	Score	Pass	Fail

Date App Rcvd: _____ Rcvd By: email ~ mail ~ in-person ~ parent ~ campus | Results sent to: Parent____ Campus____

SECTION D (campus use only)

CBE Grade(s) Recorded: _____
Campus Data Processing Secretary _____ Date _____

INSTRUCTIONS FOR COMPLETING THE CBE APPLICATION

SECTION A: STUDENT & PARENT/GUARDIAN INFORMATION

- TEST DATE(S):
 - Dates are available on our website: <https://www.nisd.net/district/testing-evaluation/credit-by-exam> or through your school counselor (choose an alternate test date in the event that your first choice is already full).
 - The District reserves the right to schedule a test on a date other than the requested test date depending on capacity.
- PURPOSE OF TEST:
 - Acceleration applies to students attempting to test out of a grade level or course without having had any prior instruction. A score of 80% or higher is required on each individual exam
 - Validation applies to students needing to validate credit from homeschool or non-accredited private/public school (proof required). A score of 70% or higher is required on each individual exam
 - Recovery applies to students trying to recover credit for a failed course (proof required). A score of 70% or higher is required on each individual exam.
- SPECIAL ACCOMMODATIONS:
 - If your child receives 504 or SPED testing accommodations, please check Yes and attach a copy of their IEP or 504 plan. Otherwise, check No.
- PARENT/GUARDIAN INFORMATION:
 - Please ensure all guardian information is legible and accurate. We will communicate with you via mail, email, and phone during the entire testing process.
 - You will receive an acknowledgement email prior to the test date with the time and location of testing.

SECTION B: ACKNOWLEDGEMENTS & SIGNATURES

- Read the acknowledgements carefully, confirm by checking the boxes, sign and date the form.
- You will be responsible for obtaining the counselor's signature before submitting the application (principal's signature is for elementary testers only). We cannot process the application unless we know that your child is eligible to test out of a particular course or grade level.
- Save, make a copy of, or take a picture of the completed application for your records after signatures are obtained.

PLEASE NOTE:

- **Kindergarten:** Test Proctors will contact the parent/ guardian to set up test sessions for June, July, or early August.
- **1st-5th grade:** Student's attempting to accelerate out of the 1st-5th grade level, must choose two (2) test dates. The first session includes 2 exams (Math and Science) and students must score an 80% or higher on **both** exams to continue testing. If applicable, English Language Arts and Social Studies will then be taken at the second test session. Students must score 80% or higher in all four subject areas (math, social studies, language arts, science) to accelerate out of a grade level.
- **6th-8th grade:** Student's attempting to accelerate out of the 6th-8th grade level & are currently enrolled in Advanced Math need to choose three (3) test dates, one date per each subject: Social Studies A/B, Lang.Arts A/B, & Science A/B. If the student is currently enrolled in an on-level math course, please choose four (4) test dates (Math A/B, Social Studies A/B, Lang.Arts A/B, & Science A/B). Each test date will include 2 exams (A & B semester).
- Special consideration needs to be made for magnet students. Acceleration and/or scores earned on the Credit-by-Exam may impact the student's GPA and/or the course schedule. NISD recommends that any magnet student that wishes to continue on their magnet program path attain their credits through their traditional magnet program pathway, rather than through Credit-by-Exam. See your Magnet Campus Counselor for more information.
- **High School:** If a student fails to earn credit by exam for a specific high school course before the beginning of the school year in which the student would ordinarily be required to enroll in that course in accordance with the school district's prescribed course sequence, the student must satisfactorily complete the course to receive credit [19 TAC§74.24(c)(7)]. Passing scores are recorded in the student record and, at the high school level, these scores are used in computing the student's grade point average. Honors or A/P credits are not awarded via CBE.
- Northside ISD uses exams purchased from Texas Tech and/or University of Texas to evaluate a student's mastery of Texas standards for a given subject or discipline. Scoring for these exams may take up to 4 weeks. Any retest requested will be ordered through the University of Texas at the cost of the parent/ guardian. Students are allowed only two attempts per subject area. Link to the Texas Tech study guides can be found at: <https://www.nisd.net/district/testing-evaluation/credit-by-exam>

FORM SUBMISSION:

- The application can be submitted by mail, in-person, or by email. Applications must be received by the deadline posted on the CBE Testing Schedule.
 - MAIL OR IN-PERSON: Northside ISD - CBE Testing Office: 5651 Grissom Rd. San Antonio, TX 78238
 - EMAIL: nicole.salazar@nisd.net (save, scan, or take a clear photo of the application)