



# FRIDAY HARBOR HIGH SCHOOL

## Foreign Exchange Credit Procedure

Friday Harbor High School students who attend school in another country may be granted high school credit for their studies when they return. The authority to grant credit rests with the School Counselor and Principal who must follow the criteria listed below:

1. Confirmation of school attendance and courses taken is the responsibility of the student and/or parents. The returning student must bring to the counselor a letter verifying enrollment and a record of courses taken from the school attended and the length of the course (hours per day or per semester/term). The attached form is provided for the student to record his/her schedule of classes: a signature by a school official on this record is required. A transcript listing courses taken and a Pass/Fail grade or a numerical grade is required.
2. One-half (1/2) credit will be given for each 90 hours of scheduled class time.
3. Courses may be given an "S" (Satisfactory) or "P" (Pass) grade on the official transcript and will not be computed in the cumulative GPA unless an appeal is made. They will, however, count toward graduation. An appeal may be made to the principal to have the numerical grades converted to letter grades.
4. A student who attends school in another country may not be considered as a valedictorian or salutatorian unless they meet the criteria stated in the student handbook.
5. Foreign Language credit will be considered on an individual basis.

**Because correspondence with foreign schools can be very slow, we encourage you to have the foreign school you are attending provide the requested information listed above prior to leaving. If you wait until September, the information may take months for Friday Harbor High School Staff to acquire.**