

TRANSCRIPTED CREDIT REQUEST INSTRUCTIONS

Use this form as a request:

- For a new agreement
An "Articulation Agreement Checklist" has been completed by the Gateway instructor to establish that the high school is eligible.
- To renew an existing agreement

The high school completes:

HIGH SCHOOL / DISTRICT INFORMATION

- Identify the high school and district making the request, along with the high school address.
- List the name of the high school instructor who will be teaching the course, their email and phone number.
- List the name of the high school principal, their email and phone number.
- List the DPI certification area for the instructor who will be teaching the transcribed credit course. The high school instructor must complete the WTCS Certification Application (Form VE-CE 112) and submit it along with a copy of their current DPI license to the Office of PK-16 Relations. The certification must be renewed annually.

HIGH SCHOOL COURSE

- The high school is encouraged to use the Gateway title for the course, but may use their own. Include the course title, course number, and high school credits.
- Because this is a Gateway course, some basic information is needed to set up a section in the college's Colleague system. Provide an estimated number of students, whether it is a semester course or year-long course, the beginning date and end date.

GATEWAY COURSE

- List the Gateway course to be taught at the high school, including the course title, course number, and college credits.

TYPE OF REQUEST

- Put a check by New Agreement if this is a first time request to teach the transcribed credit course. This means that an "Articulation Agreement Checklist" has been completed by the Gateway associate dean or designee to establish that the high school is eligible for a transcribed credit agreement.
- Put a check by Renew if this is an existing agreement. Transcribed credit agreements need to be renewed annually.

Submit the completed form to the Gateway Office of PK-16 Relations. The form will be forwarded to the Gateway associate dean for final approval. After the associate dean has signed, a transcribed credit Memorandum of Understanding will be sent to the high school for the appropriate signatures.



TRANSCRIPTED CREDIT REQUEST

High School Completes	HIGH SCHOOL INFORMATION	
	High School / District: _____	
	Address: _____	
	Instructor: _____	Principal: _____
	Email: _____	Email: _____
	Phone: _____	Phone: _____
	DPI Certification Area: _____	
	HIGH SCHOOL COURSE	GATEWAY COURSE
	Course Title: _____ (Gateway title is preferred)	Course Title: _____
	Course #: _____ Credit: _____	Course #: _____ Credit: _____
Estimated # of Students: _____		
<input type="checkbox"/> Semester Course <input type="checkbox"/> Year-Long Course		
Beginning Date: _____		
End Date: _____		
TYPE OF REQUEST		
<input type="checkbox"/> NEW AGREEMENT or <input type="checkbox"/> RENEW an existing agreement		

Associate Dean Signature: _____ Date: _____

Effective Date: September Expiration Date: August