



Turtle River School Division - Administrative Procedure

Section D – Student Services

Credit Recovery

Turtle River School Division believes in supporting students as they learn. Therefore, we support students who are struggling academically. We recognize various reasons for this struggle, such as personal issues, learning styles, effort and attendance. We advocate for students to help them realign and present themselves in a new way to achieve success.

Credit recovery offers students who failed courses an opportunity to recover credits, enabling them to progress academically and ultimately graduate. It also serves to keep students engaged and enrolled in school. Credit recovery supplements existing programs, rather than replacing them.

The credit recovery program involves collaboration among teachers, parents, administration, school resources, learning support, and the student. Effective communication and documentation are crucial for successful collaboration. The development of the recovery plan, and subsequent support and monitoring require collaborative efforts.

Conducting a proper needs assessment is vital for creating a realistic recovery plan. Factors include academic and learning abilities, attendance, home and peer support, and self-esteem. These factors, along with information from the teacher of the failed course, provide the basis of the credit recovery plan.

Credit Recovery Eligibility

Eligibility Criteria

- Students are eligible for credit recovery only if they were unsuccessful at achieving a credit in a course they have already taken
- Students have one full year from the date they received their final mark in that course to attempt credit recovery.
- Students must have attendance of 25% or greater in the course they failed. (Attendance below 25% suggests a lack of sincere effort to succeed in the course. Attendance below 25% also indicates a need for the student to retake the course to solidify knowledge, develop skills, and apply what they've learned.)
- Students are expected to be active participants in their learning and must be present in class to participate and learn effectively.

Where attendance is below 25% due to extenuating circumstances, the principal may choose to make an exception.

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Students can challenge as many credits as they are eligible for in credit recovery, provided they meet the attendance and eligibility criteria for each course.

Credit Recovery Process

The following procedure for credit recovery follows a structured approach to ensure fairness, transparency, and support for students seeking to recover credits:

1. Students complete a separate application for each course they wish to recover and submit to the principal within one year of receiving the final course mark.
2. The principal assesses the application for eligibility, considering attendance and timeline criteria, and schedules a meeting with the student and parents/guardians to discuss the request.
3. The principal convenes a school team, including resource teacher, credit recovery teacher, and prior course teacher. The team reviews the student's attendance, work habits, behaviour, assignments, and final course mark. The principal will record any suggestions and feedback for consideration in the decision-making process.
4. If the application is denied, the student and/or parents/guardians are notified by a written letter by the principal. The student then has 14 days from written notice to appeal this decision.
5. If the decision is appealed, the student must complete the [Credit Recovery Application Appeal form](#). This appeal form is reviewed with the student services coordinator/superintendent.
6. If the appeal is denied, the principal will notify the student and/or parents/guardians by written letter. This decision is then considered final at the school level.
7. If desired, a formal letter/request can be made to the Board of Trustees for further appeal.
8. All application forms, approval/denial letters, and recovery plans are to be placed in the student's cumulative file.
9. If the credit recovery application is approved, the school proceeds to develop a recovery plan.
10. A recovery plan is developed. The team collaborates to identify the necessary supports and to monitor the student's success in credit recovery. The plan addresses the student's academic and learning abilities, attendance, home and peer support, and self-esteem. Course requirements to be covered and mastered by the student are outlined in the plan.

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11. The student follows the steps outlined in the plan, with monitoring and support provided by the credit recovery teacher.
12. The credit recovery teacher submits the final course mark to the principal, using the [Credit Recovery Final Mark form](#), to be added to the student's transcript.

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Credit Recovery Application

Student Name: _____

Grade: _____

Date: _____

Parent/Legal Guardian: _____

Course Name: _____

Course Code: _____

I was unsuccessful at obtaining the credit above and would like to apply to recover the credit. I understand that my education is important and this credit will help support me as I learn and, in the end, graduate. I appreciate this consideration and would benefit greatly from another chance at getting this important credit.

Reasons for applying for Credit Recovery:

Why do you think you were unsuccessful at Obtaining your Course?

(list all or any of the reason below)

What are you prepared to do this time in the Credit Recovery Option?

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To be completed by the Student and Parent

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

To be completed by the School Office

Date Application Received: _____

Application Receiver Signature: _____

To be completed by the School principal

Students Final Course Mark: _____ Students Final Exam Mark: _____

Students Attendance: _____ present/possible

Credit Recovery Course Placement:

Approved – Proceed with Credit Recovery Plan

Denied – Reasons for Credit Recovery Placement:

Principal's Signature: _____ Date: _____

If a student or parent/guardian wishes to appeal the decision they have to complete the **Credit Recovery Application Appeal** form and submit within 14 days from the date of the written notice of the decision. This appeal will then be reviewed and considered with consultation from the division student support team.

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Credit Recovery Profile

To be completed by the Subject Teacher

Course Information:

Teacher's Name: _____ Date: _____

Course Name: _____ Course Code: _____

Student's Name: _____

Student's Grade: _____

Student Profile:

Students Final Course Mark: _____ Students Final Exam Mark: _____

Students Attendance: _____ present/possible

Student Learning Style: _____

Student Needs: _____

Does the Student have an IEP? _____

Why do you think the student was unsuccessful at obtaining this course? (What were the main reasons you feel as to why they failed the credit?)

What Attempts Were Made to Help Support the Student?

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Please copy, list, note or attach the Course Marks/Comments (from report cards)

Please indicate the overall expectations that were successfully met by the student and level achieved.

Strand	Overall Expectation	Level / % if Successfully Achieved
<i>Eg. Number Sense and algebra</i>	<i>Operating with exponents</i>	<i>Level 2 or 66%</i>

All overall expectations for which the student has not demonstrated Level 1 or above must be covered through the Credit Recovery Program

Please Describe the specific learning needs of the student that will assist the Credit Recovery Teacher in developing a Credit Recovery Learning Plan:

In your opinion, do you feel the student will be successful using the Credit Recovery Model? Final Comments/Thoughts:

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To be completed by the Resource Teacher

Information:

Resource Teacher's Name: _____ Date: _____

Prior Divisional / School Assessment Data:

<u>Date</u>	<u>Assessment</u>	<u>Results</u>
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New / Current Divisional / School Assessment Data:

<u>Date</u>	<u>Assessment</u>	<u>Results</u>
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Student Learning Profile (how does this student learn?):

In your opinion, do you feel the student will be successful using the Credit Recovery Model?

Final Thoughts/ Comments?

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Recommended Course Placement Form

Form to be completed by the subject teacher for each student who fails a course.

Name of Student _____ Course _____

Subject Teacher _____ Final Mark _____

Recommendation:

Repeat entire course _____ Credit Recovery _____ Other (specify) _____

Reasons for credit recovery recommendation:

To be completed by the Credit Recovery Team

In exceptional circumstances, prior to making a determination, the Credit Recovery Team may wish additional information from the Subject Teacher who has not recommended a credit recovery. In this case, the Principal, or designate, may require the Subject Teacher to submit a breakdown of all marks for the course.

Credit Recovery Program Placement: Approved _____ Not Approved _____

Please note: Final Recommendation for Credit Recovery Program placement is determined by the Credit Recovery Team.

Principal Signature _____ Date _____

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Credit Recovery Application – Appeal

Student Name: _____

Grade: _____

Date: _____

Parent/Legal Guardian: _____

Course Name: _____

Course Code: _____

I am appealing your initial decision to deny me from recovering the above noted credit. I would like the school and division to reconsider my request to recover this credit. Thank you for your consideration.

These are the prevailing reasons why I feel I should be able to recover this credit:

If provided this opportunity I will pledge to do the following to ensure I am successful at this attempt in obtaining this credit *(What will you do?)*:

To be completed by the Student and Parent

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

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To be completed by the School Office

Date Appeal for Application was Received: _____

Application Appeal Receiver Signature: _____

To be completed by the School principal

The following school credit recovery support team and division support team members met to discuss and reconsider your appeal for application to recover your credit and the following course placement was decided:

Credit Recovery Application Decision Team:

Credit Recovery Course Placement:

- Approved – Proceed with Credit Recovery Plan
- Denied – Reasons for Credit Recovery Placement Decision:

Principal's Signature: _____ Date: _____

This appeal is the final decision at the school level. If a student or parent/guardian would like to continue to appeal this decision further, they can then write a letter to the superintendent and the Division Board of Trustees.

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Credit Recovery Learning Plan

Student Name: _____

Date of Plan Creation: _____ Grade: _____

Course Name: _____

Course Code: _____

Start Date: _____

End Date: _____

Credit Recovery Teacher: _____

****A separate form must be used for each course for which credit recovery is approved. The Credit Recovery Learning Plan will be completed by the Credit Recovery Teacher using information gathered from the Recommended Course Placement form, Course Profile, and in collaboration with the student.****

Prior Course Progress and Evidenced Learning (as per profile)	
Outcomes and topics mastered from the course already	Expectations/ Outcomes and topics not yet mastered and planned to be covered. Area of Focus

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Program Planning

All overall expectations for which the student has not demonstrated Level 1 understanding (50%) or above, as indicated on the Credit Recovery Profile provided by the subject teacher, must be covered and assessed through credit recovery.

Learning Modules / Units of Study:

Student Schedule/Plan (Time, Location - Who, When, Where, How, What)

This Credit Recovery Plan will encompass the following course content in its plan:

- Option #1: The student's plan will be based only on the content not mastered in the course.
- Option #2: The student's plan will be based on all of the course content.

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The Credit Recovery Program uses prior learning knowledge that students have gained and recognizes credit towards such achievement in the recovery plan. Achievement may be merged with marks earned through credit recovery with prior marks attained during the prior learning.

Credit Recovery Course Evaluation/ Assessment:

(How will you use prior learning assessment marks as part of the students overall mark? Will the student write a final exam? Cumulating project? What and How are marks going to be calculated / broken down? Cumulating project or Final Exam?)

The Final Grade for each course in grades 9-12 will be determined as follows:

- Option #1: The grade may be based solely on the Credit Recovery Program;
- Option #2: The grade may be determined by the merging of previous evaluation provided by the Subject Teacher for successful attainment of course expectations, (as evidenced on the Credit Recovery Profile) with marks determined through evaluations conducted during the Credit Recovery Program.

80% of the grade will be determined by either of the two options indicated above, depending on the students Credit Recovery Program. This portion of the grade should reflect the student’s most consistent level of achievement, although special consideration would be given to more recent evidence of achievement.

20% of the grade will be based on a final evaluation in the form of an examination, performance, essay, and/or other method of evaluation suitable to the course content and administered towards the end of the course (as per division student assessment policy and the Manitoba Education Provincial Assessment Policy Kindergarten to Grade 12: Academic Responsibility, Honesty and Promotion/Retention.

http://www.edu.gov.mb.ca/k12/assess/docs/policy_k12/full_doc.pdf

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Credit Recovery Positive Supports Tracking Form

Student Name: _____ Date of Start of Intervention/Plan: _____

Targeted Supports: _____

Intervention Summary: _____

Parent/Guardian: _____

Contact Information: _____

Diagnosis: _____

Attendance Profile: _____

Academic Success Summary: _____

Student Engagement Summary: _____

Comments:

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Credit Recovery Final Mark Submission Form

Student Name: _____

Grade: _____

D.O.B.: _____

MET #: _____

Date: _____

Parent/Guardian: _____

The Credit Recovery Program uses prior learning knowledge that students have gained and recognizes credit towards such achievement in the recovery plan. Achievement may be merged with marks earned through credit recovery with prior marks attained during the prior learning.

Evaluation practice which may be used (Please Describe)

20% of the grade will be based on a final evaluation in the form of an examination, performance, essay, and/or other method of evaluation suitable to the course content and administered towards the end of the course (as per division student assessment policy and the Manitoba Education Provincial Assessment Policy Kindergarten to Grade 12: Academic Responsibility, Honesty and Promotion/Retention.

http://www.edu.gov.mb.ca/k12/assess/docs/policy_k12/full_doc.pdf

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Culminating Activity/End Tasks:

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Additional Requirements (e.g. attendance):

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Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Resource Teacher Signature: _____ Date: _____

Credit Recovery Teacher Signature: _____ Date: _____

To be completed by the Credit Recovery Teacher at the completion of the Credit Recovery Program and submitted to the Principal prior to completing the school transcripts:

Course Code: _____ Course Name: _____

Final Mark: _____

Comments:

Credit Recovery Teacher Signature: _____

Date: _____

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Recommended Course Placement Form

Date: _____ Student Name _____

Course _____ Subject Teacher _____

Final Mark _____% Course Attendance _____(days present/possible)

Date of Credit Recovery Application: _____

Recommendation:

The school’s student support team has met to discuss your request for credit recovery. After careful consideration of your request, a review of your attendance and final mark for the course, along with an examination of your overall performance in the course with the Subject Teacher we have decided the following:

Repeat entire course _____ Credit Recovery _____ Other (specify) _____

Reasons for recommendation:

Credit Recovery Program Placement: Approved _____ Not Approved _____

Principal Signature _____ Date _____

Please Note: If a student or parent/guardian wishes to appeal the decision, they have to complete the **Credit Recovery Application Appeal** form and submit within 14 days from the date of the written notice of the decision. This appeal will then be reviewed and considered with consultation from the division student support team.

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