



# Request for MCPS Course Credit in High School Mathematics

Office of Curriculum and Instructional Programs (OCIP)  
MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)  
Rockville, Maryland 20850

MCPS Form 345-44  
September 2019  
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**Directions:** If a student transfers to an MCPS high school from an international school, a school district in another state, another school district in Maryland, a private institution, or who has been home schooled, and that student has an unspecified mathematics credit, the school counselor or registrar will complete Section I of this form to initiate a review of the mathematics credit with the mathematics resource teacher (Section II), and the OCIP secondary mathematics supervisor/specialist (Section III). Final approval or disapproval will be made by the school principal in Section IV. (See MCPS Regulation JEB-RA, *Placement, Promotion, Acceleration, and Retention of Students*)

In order to graduate from a Maryland public high school, students are required to earn four math credits, including one with instruction in algebra aligned with the Maryland High School Assessment for algebra or one or more credits in subsequent mathematics courses for which Algebra I is a prerequisite, and one with instruction in geometry aligned with the content standards for geometry (Code of Maryland Regulations (COMAR) 13A.03.02.03)

### SUBMIT COMPLETED FORM TO SCHOOL REGISTRAR.

**IMPORTANT NOTICE:** Students who have been approved for Algebra 1A/1B or Algebra 2A/2B credit for courses taken outside of Maryland Public Schools are eligible for MCAP HSA Transfer Credit. Students who do not receive credit for Algebra 1A/1B or Algebra 2A/2B but who earn a credit in MCPS for Algebra 2 or higher will also be eligible for MCAP HSA Transfer Credit. For students eligible for MCAP HSA Algebra Transfer Credit, the school registrars will need to submit the MCAP HSA Transfer Credit Request Form to the Testing and Reporting Unit, so that the MCAP HSA Transfer Credit can be put in the student's test record.

### SECTION I. STUDENT INFORMATION

This section should be completed by the principal/designee, counselor, or registrar.

**Check ALL that apply:**

- International student who has unspecified math credit(s) from International Admissions and Enrollment (IAE)
- International student who took high school course(s) in middle school but has not been awarded credit by IAE
- Transfer student from within the US who has credits on transcript not aligned with MCPS course names/codes
- Student who is new to MCPS in the current school year
- Student who was new to MCPS in a previous school year but is seeking credit(s) retroactively

Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Grade: \_\_\_\_\_

School Counselor: \_\_\_\_\_ Enrollment Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Additional pertinent information:

Counselor/Registrar Name: \_\_\_\_\_

Counselor/Registrar Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### SECTION II. ANALYSIS OF COURSEWORK

This section should be completed by the math resource teacher based on a review of the transcript, any syllabi or curriculum materials that are available, an interview with the student, and results from MCPS placement test items (if applicable).

Course Currently on Transcript	Desired MCPS Course Name/Code	Evaluator	Initials
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Comments:

Identify below the documents that were analyzed. Attach all documents to the completed form.

**Please check ALL that apply:**

- Credit Evaluation from IAE or school counselor
- Interview notes, including results from placement test items
- Summary of syllabi and/or curriculum materials
- Results from placement test (if applicable)

Resource Teacher Name: \_\_\_\_\_

Resource Teacher Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**SECTION III. OCIP REVIEW**

Upon completion of Sections I and II, send this form and accompanying documentation to:

Office of Curriculum and Instruction  
Secondary Curriculum and Districtwide Programs  
Secondary Mathematics  
850 Hungerford Drive, Room 253  
Rockville, MD 20850

**Courses for which documentation is sufficient to assign credit:**

- |                                               |                                               |
|-----------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Algebra 1A           | <input type="checkbox"/> Algebra 1B           |
| <input type="checkbox"/> Geometry A           | <input type="checkbox"/> Geometry B           |
| <input type="checkbox"/> Honors Geometry A    | <input type="checkbox"/> Honors Geometry B    |
| <input type="checkbox"/> Algebra 2A           | <input type="checkbox"/> Algebra 2B           |
| <input type="checkbox"/> Honors Algebra 2A    | <input type="checkbox"/> Honors Algebra 2B    |
| <input type="checkbox"/> Precalculus A        | <input type="checkbox"/> Precalculus B        |
| <input type="checkbox"/> Honors Precalculus A | <input type="checkbox"/> Honors Precalculus B |

Comments:

Secondary Mathematics Supervisor/Specialist Name: \_\_\_\_\_

Secondary Mathematics Supervisor/Specialist Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**SECTION IV. FINAL APPROVAL**

Final approval from the principal is based on the analysis by the counselor/registrar, math resource teacher, and secondary math supervisor/specialist.

- Agree with OCIP Review/Approved     Disagree with OCIP Review/Refer to the Office of School Support and Improvement

Comments:

Principal Name: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Copy to:** OCIP, Secondary Mathematics; Student File