

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	200 – INSTRUCTIONAL PROGRAMS &	CODE:	AP 222
SECTION:	MATERIALS		
PROCEDURE:	CREDIT RECOVERY		

BACKGROUND

All programs and services offered in Christ the Teacher Catholic School Division are in accordance with provincial requirements and the parameters of the School Division vision, mission, and core values. Credit Recovery is an opportunity for students to earn an academic credit without repeating an entire course by completing additional work or resubmitting required work in a course that they have not successfully completed. The strategy for Credit Recovery is individualized and may vary from student to student.

GUIDING PRINCIPLES

1. Credit recovery is available for students enrolled in Grade 10, 11, and 12 courses.
2. To be eligible for the credit recovery option, students must have achieved a minimum of 40% in the original course.
3. For Credit Recovery to occur, AP 222.1 must be submitted for approval to the Superintendent of Education within thirty (30) days of the original course end date.
4. Credit Recovery must be completed and the Secondary Level Mark Corrections Form submitted to the Superintendent of Education as follows:
 - a. For semester one, completion and submission must occur within 30 days of a course end date.
 - b. For semester two, completion and submission must occur within thirty (30) days of the start of the next school year.

ROLES AND RESPONSIBILITIES

- a. Student
 - Apply for credit recovery to the teacher, school counsellor, or administrator within two weeks of the course end date. This allows for the teacher

and administrator to identify the required outcomes that must be achieved and approve a credit recovery plan.

b. Teacher

- Identify and approach students who are eligible for the credit recovery option at the end of each semester to consider credit recovery.
- The Original Teacher of the course must approve the request for credit recovery. In the event the Original Teacher is no longer employed by the school or school division, the principal, director, or superintendent designate may authorize a supervising teacher in the subject area to assist with the credit recovery process.
- Determine the outcomes to be recovered and the assessment for the final mark record.

c. Principal

- Approve the credit recovery plan.
- Authorize the final mark record change to the Ministry of Education ([Secondary Level Mark Corrections form](#)).
- In the event the Original Teacher is no longer employed at the school, assign a supervising teacher to assess the course work detailed in the credit recovery plan and obtain the superintendent's approval for the plan.
- Ensure the credit recovery plan is to be kept on file for three (3) years after the student turns 22 years of age, as per Saskatchewan School Boards Association (SSBA) records retention guidelines.

Reference: Sections 3 (1), (2)(a)(b), 4 (1)(f)(g), 87 (1)(aa), 88 (1)(z) [The Education Act, 1995](#)
Sections 30, 31, 32 [The Education Regulations, 2015](#)