

## Off-Campus Requests for Credit including online courses

OSPI has a [list of online providers](#) that students can potentially take courses for high school credit.

**Any courses taken outside of Mercer Island School District MUST have pre-approval from MIHS via the [Off Campus Request for Credit form](#).**

- Students/parents must complete the form indicating the name of the selected provider and the course taken
- Students/parents must submit a copy of the course syllabus/outline with the Off-Campus Request for Credit form
- Students/parents submit the form and syllabus to Yuliana Torres, Registrar at MIHS ([yuliana.torres@mercerislandschools.org](mailto:yuliana.torres@mercerislandschools.org)).
- If students/parents have not received word of approval within seven (7) business days, email [yuliana.torres@mercerislandschools.org](mailto:yuliana.torres@mercerislandschools.org) to inquire on the status.

### **Additional Details**

Health courses: The state requires First Aid/CPR training as part of the health curriculum. If a course is approved but does NOT include this component, students are expected to complete this independently and send a copy of their First Aid/CPR card to the registrar by May 1st of their senior year.

Physical Education courses: The graduation requirement for PE is 1.5 credits. Students may earn credits for PE in a variety of ways but at least one (1) 0.5 credit course must be taken at MIHS OR via MISD Summer School. For more information about the PE requirements go to the [MIHS School Catalog](#).

Official Transcripts and grading: Courses that have been approved and for which an official transcript is received will have a “CR” (credit earned) indicated on their MIHS transcript by passing the course. “CR” grades will not impact a student’s MIHS GPA. Upon completion of coursework, **students are responsible for having an official transcript emailed to [yuliana.torres@mercerislandschools.org](mailto:yuliana.torres@mercerislandschools.org) or mailed to the registrar at MIHS at:**

Mercer Island High School  
ATTN: Yuliana Torres, Registrar  
9100 SE 42nd Street  
Mercer Island, WA 98040