

Step 4: Print name, sign, and date.

*Exams will be ordered one semester at a time. The student must score $\geq 80\%$ on the 1st semester or grade level subject test before the second semester (part B) will be ordered. Tests during the school year will be online and proctored by the student's counselor.

Printed Name of Parent/Guardian

Signature

Date

Your signature indicates that you have read the Hitchcock ISD Credit by Exam procedures and understand that your deposit will be forfeited if your child does not test.

Step 5: Attach a check made out to Hitchcock ISD for the full cost of the exams you wish to take. **DO NOT SEND CASH.** The check will be returned with scores after the student completes the exam. The check will not be returned if a student registers for an exam, but fails to attend the administration of the exam.

Check number: _____

Check Amount: _____

Step 6: Return this form and the deposit to the counselor by the registration due date. The counselor will forward the form and check to the Assessment Coordinator.

Printed Name of Counselor/Campus Admin.

Signature

Date

Counselor's Retest Verification: Complete the following **IF** this is a request for a retest.

Only 1 retest is allowed per student.

Subject requested for retest: _____

Did the student score $\geq 70\%$ on the first attempt? Yes No

Counselor's Verification: Your signature above indicates that you have reviewed the student's records, verified they have had no prior instruction in the subject(s), and deem them eligible to take the exam(s). Additionally, you are verifying that you will be available to proctor the exam(s).

