

# BUSINESS & INFORMATION TECHNOLOGY

## ACADEMY CORD REQUIREMENTS CHECKLIST

Due Date: Monday, April 16, 2018

Student Name: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Career Goal (be as specific as possible): \_\_\_\_\_

To receive an Academy Certificate and Cord for graduation, a student must complete an 8-credit sequence of courses relevant to their career goal; and earn at least two credits in OSI, ICE, or Anthis relevant to their career goal.

Complete each step of the form using blue or black ink.

Return completed form to Mrs. Zent in the CDC by Monday, April 16, 2018.

Consideration will be given only to students who complete this checklist thoroughly, accurately, and on time.

### STEP 1

- Print your high school transcript through *LHS Parent Access*.
- Complete course list on the back of this form. See Mr. Lance if you have questions.
- On your transcript, highlight the courses that you listed on the back of this form.

### STEP 2

- List a minimum of two credits in OSI, ICE, or Anthis relevant to your career goal.\*

TYPE	BUSINESS/ORGANIZATION	POSITION	CREDITS
OSI			
OSI			
ICE			
ANTHIS	<i>Program Name:</i>		

CDC SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

### STEP 3

STUDENT SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

### STEP 4

- Staple transcript to this form and return to Mrs. Zent in the CDC by Monday, April 16, 2018.

Meets Qualifications Yes \_\_\_\_\_ No \_\_\_\_\_

ACADEMY DIRECTOR SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

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### Course Criteria:

- List a minimum of eight credits relevant to your career goal, beyond Core 40 graduation requirements.
  - Four of the credits need to be Business and Information Technology courses.
  - Four of the credits need to be World Language courses.
  - Courses listed must be passed with a "C-" or better.

CLASS	YEAR	GRADE	CREDITS

\*One OSI, ICE, or Anthis credit may be substituted with one credit in a career related course. This substitution must be approved by Mr. Lance and by Mrs. Zent.