

**DIRECTIONS FOR
LOCALLY DESIGNED SUBJECT AREA COURSE
FOR HIGH SCHOOL CREDIT APPLICATION**

1. **This application, if approved, is approved for three years. This application will be submitted once every three years to continue the course. Please submit by June 30 to have the course approved for content-credit for the upcoming school year.**
2. **Due Date of Application:** Prior to June 30 of the year that the locally designed subject area course for high school credit would be implemented.
3. Please complete and submit the application for approval to the following education associate:

Margaret Walden
South Carolina Department of Education
1429 Senate Street, Room 501-B
Columbia, South Carolina 29201.
4. Handwritten applications will not be accepted.
5. Schools may not submit a Locally Designed Subject Area Course for High School Credit Application for Special Education. Contact John Payne at 803-734-2738 for any questions concerning Special Education.
6. **Minimum Course Requirements**
 - The locally designed subject area course for high school credit must be aligned with the state academic standards.
 - The locally designed subject area course for high school credit should be rigorous.
 - The locally designed subject area course for high school credit must be based on an identified need based on data.
 - The district must provide adequate resources and instructional materials.

7. The local board of trustees must approve the proposed course for high school credit.
8. The Locally Designed Subject Area Course for High School Credit Application must contain the signatures of the teacher, the principal of the school where the course will be implemented, and the district superintendent.
9. Within one month from the date the application is received, the person identified as preparing and submitting the Locally Designed Subject Area Course for High School Credit application will be notified in writing as to whether or not the course application has been approved.