Transfer Credit Request

The Transfer Credit Request form is used to review and acknowledge the transfer of credits for full time students. Current students interested in taking courses outside The George Washington University Online High School and applying those earned credits towards graduation are required to submit this form to ensure earned credits count and align with graduation plans.

*Any alterations to what has been signed and agreed upon below will result in ineligibility- including graduation

*The George Washington University Online High School reserves the right to deny credits if information provided at approval does not align with official transcripts. In addition, GWUOHS can only transfer in credit if credit is issued and earned from the previous institution.

* Students must earn his/her last 6 credits with The George Washington University Online High School in order to be eligible for a diploma

Instructions:

1. Complete the form with the required information
2. Gather documents such as course name, description, scope and sequence or other supporting documents to assist the administration in reviewing and providing a decision on the request
3. Send the completed form along with supporting documentation to your college counselor
4. The school will review, contact you or your other school as needed, and inform you of a final decision

Dual Enrollment ☐
In-person ☐
Virtual ☐
Hybrid course delivery ☐

Post Approval:

5. Following completion of the approved course the student is required to submit an official transcript to gwuohsregistrar@k12.com. The completion of Homeschool Courses will be moved through the Homeschool Review Process.

Student Information

Last Name	First Name	Student ID Number	Grade	Phone Number

Course Information

Course Title	Total Credits	Start / End Date	School Name
Course Title	Total Credits	Start / End Date	School Name

Parent/Guardian Signature

Parent/Guardian Signature   Date: MM/DD/YYYY

The mission of The George Washington University Online High School is to educate and inspire academically talented and motivated students who seek membership in a school community that values and cultivates hard work, integrity, appreciation of diversity, love of learning, compassion, and high personal expectations. Through intensive, interactive online collaboration, the GWUOHS experience prepares students to contribute significantly, responsibly, and respectfully in a global society.