**APPLICATION INSTRUCTIONS**

1. Eligibility
   1. Option II Credit is available to students in grades 9 -12
   2. Receipt of a completed Option II Application by the Option II Credit Review Committee
   3. Acknowledgment of student, parent, and advisor/mentor (If applicable) responsibilities expectations and means through which the credits will be reported in the student's permanent record.
2. Complete Application —Deadline September 1st of the Current School Year
   1. Obtain an application from PTHS
   2. Complete General Application and appropriate sections for your course of interest. Submit an application to the School Counselor/Assistant Principal for completion. Independent Study, Physical Education, and Work/Internship options require the completion of additional application forms.
   3. Secure an advisor/mentor, if applicable.
3. Application Review/Approval
   1. The Option II Credit Review Committee will review completed applications following established deadlines and a determination will be made.
   2. Notification of the Committee's decision to approve or disapprove will be sent to the student and parent.
4. Certification of Option II Credit
   1. If approved, the student shall participate in the Option II Credit experience and submit necessary documents to verify completion. These documents shall include any or all of the following and deemed necessary by the Committee: official transcript; evaluation report; attendance report; completed project; or any other elements agreed to in the Option II application agreement.
   2. Following the final review of the Option II Credit experience by the Committee, notice will be sent to the student, parent, and school counselor regarding the decision to award credit. The student's transcript will be amended as necessary.