



# Kirkwood

**HIGH SCHOOL COMPLETION PROGRAM**



## **Kirkwood High School Distance Learning Program Handbook**

# Table of Contents

<b>Introduction</b>	<b>3</b>
<b>Registration Procedures</b>	<b>4</b>
<b>Getting Started in a Course</b>	<b>7</b>
<b>The Role of the Proctor/Coach</b>	<b>10</b>
<b>Testing Procedures</b>	<b>11</b>
<b>Completing Courses</b>	<b>13</b>
<b>Appendix</b>	
<b>-Copy of Registration Form</b>	<b>14</b>
<b>-Copy of Welcome Letter for Packet Courses</b>	<b>15</b>
<b>-Copy of Test Report and Grade Report</b>	<b>17</b>

# Introduction

Hello! We would like to take this opportunity to thank you for the privilege of working with you and your students. We appreciate your support of our program. The purpose of this handbook is to help you have quick answers to some of the most commonly asked questions in regard to the basics of our program. Please keep this book handy when you register students, get students ready to test, or have questions about our program.

This handbook is not intended to have every answer for you, but instead to be a first resource when you have questions. Our webpage is kept up-to-date with the most current list of course offerings, tuition costs, timelines, and other information that may be of use to you. You can access this information at any time by visiting [www.kirkwood.edu/hSDL](http://www.kirkwood.edu/hSDL)

If you cannot find the answer to your questions in this booklet or online, please do not hesitate to contact us. Again, we appreciate your support of our program and the opportunity to make a difference in the lives of your students.

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# Registration Procedures—How do I register students?

One of the most commonly asked questions we receive is how to get students started in a HSDL course. The first thing to do is to determine which course format the student would like to take. In our program we offer correspondence (packet) courses and online courses. Below is a chart with some of the key features of each:

	Packet Courses	Online Courses/Replacement Unit Courses
<b>In State Cost</b>	<ul style="list-style-type: none"> <li>• \$150 per semester</li> <li>• \$60 book deposit</li> </ul>	<ul style="list-style-type: none"> <li>• \$150 per semester</li> <li>• No Book Deposit except for some English courses</li> <li>• \$15 lab manual required for some science courses</li> </ul>
<b>Out of State Cost</b>	<ul style="list-style-type: none"> <li>• \$200 per semester</li> <li>• \$60 book deposit</li> </ul>	<ul style="list-style-type: none"> <li>• \$200 per semester</li> <li>• No Book Deposit except for some English and Science courses</li> <li>• \$15 lab manual required for some science courses</li> </ul>
<b>Length of Time to Complete</b>	4 months from registration date	4 months from registration date
<b>Key Features</b>	<ul style="list-style-type: none"> <li>• Students receive a textbook and workbook in the mail, sent to the test proctor</li> <li>• Students complete workbook activities and text readings prior to taking exams</li> <li>• Exams are taken in the presence of a test proctor</li> <li>• Students may contact the HSDL Coordinator with questions or for assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Students and test proctors are emailed instructions on how to get started in the course. Any books necessary are mailed to the proctor</li> <li>• Students complete most of the course readings and quizzes online</li> <li>• Exams at the end of each unit are taken in the presence of a test proctor</li> <li>• Students can contact a course facilitator (instructor specializing in each course field) with questions or for assistance</li> </ul>
<b>Re-Registration Fee</b>	\$150 (Book deposit only if book was returned)	\$150
<b>How to register</b>	Go to <a href="http://www.kirkwood.edu/hSDL">www.kirkwood.edu/hSDL</a> Click on <b>Registration Form</b> from the menu on the right side of the page	Go to <a href="http://www.kirkwood.edu/hSDL">www.kirkwood.edu/hSDL</a> Click on <b>Registration Form</b> from the menu on the right side of the page
<b>Courses Available</b>	Visit <a href="http://www.kirkwood.edu/hSDL">www.kirkwood.edu/hSDL</a> and click on <b>Course Descriptions</b> from the menu on the right side of the page	Visit <a href="http://www.kirkwood.edu/hSDL">www.kirkwood.edu/hSDL</a> and click on <b>Course Descriptions</b> from the menu on the right side of the page

## **What is the right course for my student?**

**This is a tough question, and one that is really unique to each situation. The key question to ask is what course is the HSDL course replacing or supplementing? For example, does the student need to take Algebra I, or just any math course? Once you have the answer to this question, you can proceed to look at available options.**

## **Should my student take the S-1 or S-2 portion of the course?**

**Because we allow students to enroll in a course at any time of the year, the student should take the portion of the course that reflects what content they need to cover. Just because it's September doesn't mean that a student has to take the S-1 portion of the course.**

## **When can I enroll a student?**

**Students can start a course with our program at any time. The four months given to complete a course begins the date the registration is processed.**

## **What about replacement units?**

**If a student just needs to take or retake a portion of a course, we allow this option with our online courses only. Please visit our website for step-by-step instructions on how to utilize this option.**

## **I have the course my student needs. How can I register him/her?**

**For registration with our courses, we have two options:**

- a) Online Registration—Counselors and other school officials may request a username and password to access our online registration form. We only allow registration by these individuals to ensure that the school is going to accept the course and credit for the student. If you'd like to use this option, please contact the HSDL program to receive the username and password.**
- b) Mail-In Registration—This PDF file is also available on our website. A copy of a completed registration form is included on the following page. Some key things to remember when registering are:**
  - The form is a PDF file and if accessed via the computer, it may be typed on directly. A typed form is much easier for our staff to read and input, and will speed up the time it takes to process your request.**
  - Please be sure to include an email address for the student and the proctor, as this is our primary method of communication and also how test scores are delivered.**
  - When identifying the course(s) to be taken, please be sure to also check the boxes for the semester and format.**
  - Verify whether or not a textbook deposit is needed for the course. If unsure, consult our website.**
  - If the district is paying for the course, please be sure to check the appropriate box on the form.**
  - Before submitting, be sure that all parties have signed the form and all information has been completed.**

# Kirkwood Community College HSDL (High School Distance Learning) Registration Form

Print Form

(Please print clearly. If downloaded, you may type on this form directly.)

**Last Name** Kirkwood **First Name** Samuel **Middle Name** J  
**Address** 1030 5th Ave SE **City** Cedar Rapids **State** IA **Zip** 52403  
**County of Residence** Linn **Home Phone** 319-784-1510 **Cell Phone** 319-398-7400  
**Birth Date** 01/01/1966 **My age today is** 45 **Social Security Number** 123-45-6789  
**Gender**  Male  Female **Iowa Resident**  Yes  No  
**Are you Hispanic/Latino?**  Yes  No  
**Select one or more races:**  American Indian or Alaska Native  Asian  Black or African American  
 Native Hawaiian or Pacific Islander  White  
**Email Address (Required)** samuel.kirkwood@kirkwood.edu  
**High School Attending(ed)** Kirkwood Adult HS **City** Cedar Rapids **State** IA

### To Be Completed by High School Official

I authorize this student to enroll in the following course(s)

Family Living	<input type="checkbox"/> S-1	<input checked="" type="checkbox"/> S-2	<input type="checkbox"/> Online	<input checked="" type="checkbox"/> Correspondence
Introductory Algebra Units 3 and 5	<input checked="" type="checkbox"/> S-1	<input type="checkbox"/> S-2	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Correspondence

**Send Tests To:** Karla Schlesselman **Name of School** Kirkwood HSDL  
**Address** 1030 5th Ave SE, Suite 100 **City** Cedar Rapids **State** IA **Zip** 52403  
**Name of School** Kirkwood Resource Center **District** Kirkwood Community College  
**Address** 1030 5th Ave SE, Suite 100 **City** Cedar Rapids **State** IA **Zip** 52403  
**CEEB Code (ACT Number)** 123-456 **Phone** 319-784-1517 **Fax** 319-398-1049  
**Email Address (Required)** kschles@kirkwood.edu  **Please Bill School District for Course**  
**Signature of School Official** \_\_\_\_\_ **Date** \_\_\_\_\_

I authorize Kirkwood Community College to provide information to the school and to the email addresses listed above regarding enrollment status, grades, and credit.

**Signature of Student** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Parent Signature (if under 18)** \_\_\_\_\_ **Date** \_\_\_\_\_

Fees Per Course	Reason for Taking Course	
<input checked="" type="checkbox"/> In-State Tuition \$150 per semester	<input type="checkbox"/> Credit Advancement	Please return completed form and payment to: Kirkwood Community College-HSDL 1030 5th Ave SE, Suite 100 Cedar Rapids, IA 52403 Fax (319) 398-1049  Payments can also be made using a credit card by calling (319)784-1517.
<input type="checkbox"/> Out of State Tuition \$200 per semester	<input checked="" type="radio"/> Credit Recovery	
<input checked="" type="checkbox"/> Book Deposit Fee \$60 (If Needed)	<input type="checkbox"/> Other	
<input type="checkbox"/> Workbook Fee \$15 (If Needed)		

Please visit [www.kirkwood.edu/hSDL](http://www.kirkwood.edu/hSDL) for an updated list of courses and book fee requirements.

All correspondence materials will be sent to the test proctor for pickup. Online course items are sent via email.

## **Who pays for the course?**

This is up to each individual district. In some instances, districts are willing to pick up the costs of a course for a student. Typically this is the case when a student is taking a course that is not offered by a district or when a student has an IEP or other accommodations.

Many times, we are asked if we can take payment after the course is completed. We are unable to do this. However, some districts have instituted policies where they will pay for the course as long as the student completes the course successfully. If the student does not finish the course, then the student is responsible for payment to the district.

## **Is there financial assistance available for courses?**

Because these courses are for high school credit only, there is no financial assistance available for our courses.

## **I've filled out and sent in the registration. Now what?**

Once the registration is received in our office, we will process it within 5 business days. For correspondence courses, a textbook, workbook, getting started materials, tests, and return envelopes will all be sent to the test proctor identified on the registration form. Once those items are received, please contact the student to inform him or her that the materials have arrived.

If a student has enrolled in an online course, the student and test proctor will receive an e-mail welcoming them to the course and providing them with getting started instructions. A few days later, the test proctor will receive an envelope in the mail with a copy of the testing procedures and return envelopes in which to send completed exams.

# **Getting Started in a HSDL Course**

Once a student has received his or her materials to get started in a course, there are some key items to go over with the student. Each format will be discussed separately, as the information provided is in different formats.

## **Correspondence (Packet) Courses**

For students taking a packet course, there are a few key items to point out to the student once they have received their course materials:

- 1) Welcome Letter -** Included with a course is a two page letter that outlines some key expectations and procedures. Please have the student read over this item and encourage them to contact the HSDL program if they have any questions.
- 2) Plan for Success -** In each workbook that is provided with a course are pages with the title, "Plan for Success." A copy of a plan from one of our courses is included below. This plan lays out the course requirements (homework and tests) in a step-by-step manner for the student. This plan can also be used as a check sheet that the student can refer to as he or she works on the course, marking off what items have been completed.

# PLAN FOR SUCCESS

Below is a detailed explanation to help you schedule your time as you study this course. Plan your time wisely and enjoy!

		Registration Date
Units/Chapters	Instructions	Helpful Hints
Chapter 1: Earning Money	Read and study the text. Complete all of the exercises in the book including the Chapter Review. Write your work on your own paper. <b><u>You are now ready for the Chapter 1 Test.</u></b>	Study the definitions given in the blue boxes. Note the Test-Taking Tips throughout the book. When taking the test, read the problem carefully and be sure you are answering what is asked. Take your written work with you to be sent in with the test.
Chapter 2: Buying Food	Read and study the text. Complete all of the exercises in the book including the Chapter Review. Write your work on your own paper. <b><u>You are now ready for the Chapter 2 Test.</u></b>	Study the definitions given in the blue boxes. Note the Test-Taking Tips throughout the book. When taking the test, read the problem carefully and be sure you are answering what is asked. <u>Note on page 42</u> , when determining the price per item, the store charges a full penny for any fraction of a cent. <u>Note on page 46</u> , the unit price is determined by rounding to the nearest cent. Take your written work with you to be sent in with the test.
Chapter 3: Shopping for Clothes	Read and study the text. Complete all of the exercises in the book including the Chapter Review. Write your work on your own paper. <b><u>You are now ready for the Chapter 3 Test.</u></b>	Study the definitions given in the blue boxes. Note the Test-Taking Tips throughout the book. When taking the test, read the problem carefully and be sure you are answering what is asked. <u>Note on page 65</u> , sales tax should be figured using the cost of each order, not including shipping charges. Shipping charges should be figured using the cost of each order, not including sales tax. Take your written work with you to be sent in with the test.
Chapter 4: Managing a Household	Read and study the text. Complete all of the exercises in the book including the Chapter Review. Write your work on your own paper. <b><u>You are now ready for the Chapter 4 Test.</u></b>	Study the definitions given in the blue boxes. Note the Test-Taking Tips throughout the book. When taking the test, read the problem carefully and be sure you are answering what is asked. <u>Note on page 82</u> , the renter's rule. <u>Note on page 84</u> , the banker's rule. You will need to know <u>both</u> for the test. Take your written work with you to be sent in with the test.

Chapter 5: Buying and Maintaining a Car	Read and study the text. Complete all of the exercises in the book including the Chapter Review. Write your work on your own paper. <b><u>You are now ready for the Chapter 5 Test.</u></b>	Study the definitions given in the blue boxes. Note the Test-Taking Tips throughout the book. When taking the test, read the problem carefully and be sure you are answering what is asked. Take your written work with you to be sent in with the test.
Chapter 6: Working With Food	Read and study the text. Complete all of the exercises in the book including the Chapter Review. Write your work on your own paper. <b><u>You are now ready for the Chapter 6 Test.</u></b>	Study the definitions given in the blue boxes. Note the Test-Taking Tips throughout the book. When taking the test, read the problem carefully and be sure you are answering what is asked. Take your written work with you to be sent in with the test.
	<b>This completes Consumer Math S-1.</b>	

## Online Courses

In our online courses, students and test proctors will receive a welcome email the same date the student is enrolled in the course. The subject line of the email will say, “Welcome to Your Kirkwood HSDL Online Course.” Attached to the email are two important documents:

- 1) **Getting Started Materials**—This document will have a file name consisting of the student’s first and last name. Within this document the student will find their username and password, how to access the online course, and information on the testing procedures.
- 2) **Learning Support Agreement**—This document essentially outlines the expectations the HSDL program has of the student, and what the HSDL student can expect from the program.

Once all documents have been read, the student is asked to email the HSDL facilitator confirming they have received and understood the getting started instructions. If the student needs additional assistance getting started, an orientation video for our online courses is on our website, which walks a student through this process as well.

# The Role of the Test Proctor/Coach

Over the years, we have found that the proctor/coach plays a critical role in the success or failure of students taking our courses. Students in our program--as well as in other similar programs across the nation—are more successful when someone who is close to them takes an active role in their course.

What can a proctor/coach do to help students be successful? There are a few critical things you can do to help:

- 1) Check in with your students early and often! Within the first week of their enrollment, contact them to see if they've been able to get started, or if they are experiencing any difficulties. Students who get off to a good start within the first two weeks, as well as those who have continual contact with their proctor/coach, are much more likely to finish their course successfully.
- 2) Be an advocate on behalf of your students. If your students are having trouble with their course, encourage them to be in touch with the HSDL coordinator or their course facilitator. If the students are uncomfortable making contact, offer to help them make that contact.
- 3) Give positive encouragement to your students. Those little pats on the back can go a long way!

Also, if your students are taking one of our online courses, sign up for “coach” updates. These emails will be sent to you weekly. Directions are sent out with the welcome materials sent via email. This is a great way to keep tabs on your students! Student success is a team effort, and we know that your efforts will help all of us achieve our goal!

# Testing Procedures

Once a student has completed the first unit or chapter, they will be ready to take a test. Testing protocols for our courses depend on the course taken and the method of delivery.

## Correspondence (Packet) Courses

When a student is ready to take a test in a packet course, the first step is to contact, you, the test proctor, to arrange a time for testing. Once that has been established, here are some quick steps to follow:

- 1) Verify that the student has completed the appropriate homework. If you are unsure, please check the “Plan for Success” in their workbook.
- 2) The student can turn in their homework now, or can wait until they take the next test. The student will then have access to the homework for studying if they fail a test. Have the student tear out any appropriate worksheets and give you any other items needed.
- 3) Give the student the exam. The exams for packet courses were delivered with the student’s initial materials.
- 4) When taking tests, students are not to have access to any notes, textbooks, cell phones or i-touch devices. For math courses (with the exception of General Math S-1 and S-2,) calculator use is permitted.
- 5) Once the student has completed the exam, please send the completed exam and any homework submitted in the business reply envelopes provided.
- 6) If desired, the exams can also be faxed to the HSDL program. Our fax number is 319-398-1049.

## Online Courses

With our online courses, the first step for the student is to contact the test proctor to arrange a time for testing. Once at time has been arranged, the following steps are to be followed:

- 1) The student is to contact the course facilitator via the email address provided at least 24 hours in advance of when they want to test.
- 2) Because homework for courses is completed online, there are no items for the student to submit prior to testing.
- 3) When the student arrives to test, they will need access to a computer with Internet capability and a printer.
- 4) The student will log into their course and then print out a copy of the Teacher-Scored Test (TST) for the appropriate unit.
- 5) Once a copy of the test has been printed, the student will write out the answers to the test by hand.
- 6) When taking tests, students are not to have access to any notes, books, cell phones or i-touch devices. For math courses calculator use is permitted unless stated otherwise on the test.

- 7) Once the student has completed the exam, please send the completed exam and any homework submitted in the business reply envelopes provided.
- 8) If desired, the exams can also be faxed to the HSDL program. Our fax number is 319-398-1049.

**What happens once the test has been submitted?**

Once the test has been received by our program, it will be evaluated on site or sent via email to a course facilitator for evaluation. Students and proctors should receive notification of results via email within 48 hours of the test being received.

For packet courses, an HSDL test report form will be emailed to the proctor and student, provided an email address has been provided. This form will indicate the score on the individual chapter/unit test received, as well as score-to-date for the course. Feedback on the test will be provided, as well as information on any homework or other items that are outstanding.

For online courses, the student and test proctor will receive email notification from the course facilitator on the teacher-scored test results. Each facilitator uses different methods for relaying this information.

**How many tests can be taken at once?**

We recommend that students take no more than two tests per course per day. One of our program's goals is to help students improve their scores on tests as they work through the course, and if students take all tests at once, it's very difficult or impossible to give students constructive feedback.

**What happens if a student fails a test?**

If a student does not score 60% on a test, they do have the option to retake that exam. A retake exam for packet courses will be sent via email or US mail to the test proctor. For online courses the student needs to request for the test to be reset by sending an email to the course facilitator.

# Completing Courses

Once a student has completed his or her last exam, the student is ready to finalize the course. Below is a quick step-by-step guide for course finalization:

- 1) The student and proctor will be notified of the final test results.
- 2) Verify that all homework for the course has been completed. For packet courses, this information is indicated on the correspondence test report form. If homework has not been completed, please have the student complete all missing items.
- 3) Once all homework has been completed, please have the student return his or her textbook and homework to the following address:

Kirkwood HSDL  
1030 5<sup>th</sup> Avenue SE, Suite 100  
Cedar Rapids, IA 52403

- 4) Textbooks can be sent using the media mail/library rate from the postal service. Using this rate cuts the cost of sending the book back in half.
- 5) When the textbook has been received, an official grade report will be sent to the student and test proctor via email. This report will indicate the course title, recommended overall grade, and recommended credit for the course.
- 6) Because Kirkwood HSDL offers transfer courses, official transcripts are not provided. Grades and credits are granted by the district authorizing the student to take a course.
- 7) If a textbook deposit was paid, the refund will be sent 1-2 weeks after the book has been received. If the course was billed to a school district, the district will receive the refund. If a course is paid for with a credit card, the card will be credited with the deposit. In all other instances, a check will be sent in the name of the student to the address provided on the registration form regardless of who paid for the course.

# Kirkwood Community College HSDL (High School Distance Learning) Registration Form

Print Form

(Please print clearly. If downloaded, you may type on this form directly.)

Last Name  First Name  Middle Name   
 Address  City  State  Zip   
 County of Residence  Home Phone  Cell Phone   
 Birth Date  My age today is  Social Security Number   
 Gender  Male  Female Iowa Resident  Yes  No  
 Are you Hispanic/Latino?  Yes  No  
 Select one or more races:  American Indian or Alaska Native  Asian  Black or African American  
 Native Hawaiian or Pacific Islander  White  
 Email Address (Required)   
 High School Attending(ed)  City  State

### To Be Completed by High School Official

I authorize this student to enroll in the following course(s)

S-1  S-2  Online  Correspondence  
 S-1  S-2  Online  Correspondence  
 Send Tests To:  Name of School   
 Address  City  State  Zip   
 Name of School  District   
 Address  City  State  Zip   
 CEEB Code (ACT Number)  Phone  Fax   
 Email Address (Required)   Please Bill School District for Course  
 Signature of School Official  Date

I authorize Kirkwood Community College to provide information to the school and to the email addresses listed above regarding enrollment status, grades, and credit.

Signature of Student  Date   
 Parent Signature (if under 18)  Date

Fees Per Course	Reason for Taking Course
<input type="checkbox"/> In-State Tuition \$150 per semester	<input type="radio"/> Credit Advancement
<input type="checkbox"/> Out of State Tuition \$200 per semester	<input type="radio"/> Credit Recovery
<input type="checkbox"/> Book Deposit Fee \$60 (If Needed)	<input type="radio"/> Other
<input type="checkbox"/> Workbook Fee \$15 (If Needed)	

Please visit [www.kirkwood.edu/hSDL](http://www.kirkwood.edu/hSDL) for an updated list of courses and book fee requirements.

Please return completed form and payment to:  
 Kirkwood Community College-HSDL  
 1030 5th Ave SE, Suite 100 Cedar Rapids, IA 52403  
 Fax (319) 398-1049

Payments can also be made using a credit card by calling (319)784-1517.

All correspondence materials will be sent to the test proctor for pickup. Online course items are sent via email.

## Kirkwood HSDL (High School Distance Learning) Correspondence Courses

Welcome to your Kirkwood HSDL correspondence course! With this letter you should receive your textbook (if one is required) as well as a course guide that will explain what needs to be done with the course. In order to earn 1.5 Kirkwood Credits (one semester credit,) you must complete the course described in the guide and successfully pass the tests within 4 months of your registration date.

Please look at the following information to verify your registration date, end date, and testing option. If there is an error in any of this information, please contact us as soon as possible.

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

Registration Information:    Date of Registration: \_\_\_\_\_    End Date: \_\_\_\_\_

Testing Option:

\_\_\_\_\_ Tests sent to high school counselor. When you're ready for an exam, please make arrangements with the counselor for testing.

\_\_\_\_\_ Testing at the Resource Center. Please contact Karla to arrange a time.

Some items to note:

- When you registered, you paid a \$60.00 book deposit. In order to have your book deposit returned, the book must come back in **usable condition**. Your book refund, official grade report, and credit **will not be issued until a textbook is returned**, so please be sure that you return your book as soon as possible. When you return your text, please send it to the address listed below, and please put the student's name on a piece of paper in the book, so we can determine to whom the book belongs.

**\*\*Textbook refunds will be issued as a check to the student through our computer system if the course is paid for by a check. Courses paid for with credit cards will have the textbook refund issued as a credit on the card account.\*\***

- As you look through your course guide, you will find the requirements for each individual course. Please be reminded that written work (homework) is a requirement in each course. This work is to be mailed in with the appropriate exam (if exams are a part of your course.) **The course is considered incomplete without the written work, and grades will not be reported until all work is received.**
- When you are ready to test, please be aware that you may only take one test per day in a course.

- The grading scale is as follows:
- - 90-100%      A
  - 80-89%      B
  - 70-79%      C
  - 60-69%      D
  - Under 60%    An exam may be retaken one time or be averaged in with other test scores.
- Because course guides are used for multiple high school credit programs, the terms “learning centers” or “trimesters” may be mentioned in your course guide. Please follow the semester instructions and if there are questions regarding worksheets or checking work, please contact the HSDL coordinator.
- If you are a senior, be sure to have all work completed by **May 1<sup>st</sup>** or **two weeks** prior to the last day for seniors at your school, even if your four months have not expired. This will allow enough time to process your grades in order to meet graduation requirements from your school. **Grades cannot be guaranteed to be issued in time if work is not completed by this deadline.**
- You will have **four** months to finish your correspondence course. Any extension for time must be approved by the HSDL coordinator. Requests for extensions must be made in writing and will be approved on a case-by-case basis.
- The minimum time in which to complete a course is one calendar month unless permission is sought in writing from the HSDL coordinator and the local school district to complete the course in a shorter amount of time.

If you have any questions, please contact:

Karla Schlesselman, HSDL Coordinator  
 Kirkwood Resource Center  
 1030 Fifth Avenue SE, Suite 100  
 Cedar Rapids, IA 52403  
 319-784-1517  
 1-800-332-2055 ext. 1517  
[kschles@kirkwood.edu](mailto:kschles@kirkwood.edu)

# Kirkwood Community College Kirkwood HSDL Grade Report

Name	Enrolled Course(s)	Unit/Chapter Test Attempted	Unit/Chapter Test Grade	Current Overall Grade
Student Name	Course Names	Chapter/Unit Number	The score for each test is listed.	This box contains the grade to date on all work received to this point.

**Has all homework been submitted?**

**If no, which unit(s) need to be submitted? If there is missing work it will be indicated here.**

**Has textbook been received? \_\_\_\_\_ If no, please return text as soon as possible upon completion of the course.**

**\*A final grade report will not be issued until textbook has been returned.\***

**Comments: Feedback on test submissions is listed here.**

**If there are any questions regarding this report, please contact Kirkwood HSDL at 319-784-1517 or 1-800-332-2055 ext. 1517 or [kschles@kirkwood.edu](mailto:kschles@kirkwood.edu)**



## Kirkwood HSDL Official Grade Report

Name	Enrolled Course(s)	Recommended Final Grade	Recommended Credit Awarded*
Student Name	Course Names	Overall grade recommended is listed here.	Recommended amount of credit is listed.

\*1.5 Kirkwood Credits=1 semester credit

If there are any questions regarding this report, please contact the HSDL program at 319-784-1517 or 1-800-332-2055 ext. 1517 or [kschles@kirkwood.edu](mailto:kschles@kirkwood.edu)