

**2023-2024 CREDIT BY EXAMINATION (CBE) APPLICATION (Grades 6 - 12)  
WITH PRIOR INSTRUCTION**

TEA #:\_\_\_\_\_ SCHOOL:\_\_\_\_\_ PHONE #:\_\_\_\_\_

This application should be completed for a District student requesting CBE.
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Name of Student: \_\_\_\_\_  
(last) (first) (middle)

Student Address: \_\_\_\_\_  
(street) (apt #) (city) (zip)

Home Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(month) (day) (year)

Student's email address \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Social Security/PEIMS #: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_ Race/Ethnic Group: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_ Race/Ethnic Group: \_\_\_\_\_

CBE Course Request (provide course name and semester; maximum of 4 exams allowed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did the student fail the above course(s) because of unexcused absences? (Check one)  
 Yes  No

Does the course teacher recommend CBE?  Yes  No

\_\_\_\_\_ Date \_\_\_\_\_ Teacher Signature

**Principal and Counselor Approval**

We approve this CBE application and certify that the information on this application is correct to the best of our knowledge and that the District's guidelines have been followed.

\_\_\_\_\_ (Principal's Signature) \_\_\_\_\_ (Date) \_\_\_\_\_ (Counselor's Signature) \_\_\_\_\_ (Date)

**PARENT APPROVAL FOR CREDIT BY EXAMINATION (CBE)  
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As the parent or legal guardian of the child whose name appears on this application, I acknowledge the following:

1. I have discussed the advisability of my child's attempt to earn credit by examination with the counselor or principal, and I understand the CBE procedures.
2. I understand that my child must score at least **70%** correct on each test or **appropriate performance level** is attained with LOTE (languages Other Than English) in order to receive credit(s) for the course and that Assessments' decisions related to administration and scoring of the examinations are final.
2. I understand that the scores on CBE will not be used to gain eligibility for participation in extracurricular activities.
3. I understand that CBE score(s) will not be used to determine class rank or grade point average.
4. I understand that it is my or my child's responsibility to obtain information on test content or objectives in a timely manner. **Note: CBE review sheets are not available for LOTE (Languages Other Than English) exams.**
5. I understand that even though Texas Tech University, Division of Outreach & Distance Education may send information about extensions of test date(s), but the department of Assessment **will not** honor these extensions. Students are expected to adhere to posted registration deadlines and test dates.

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Parent/Legal Guardian's Signature

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Daytime Telephone Number

**Scan the application and have it ready to upload when ordering exams online.**