

**Morris Hills Regional District Adult High School**  
**Out-Of-District Credit Recovery**  
**Program Procedures**

1. The guidance counselor of the sending district identifies students in need of the Adult High School Credit Recovery Program (CRP) (specs on registration form).
2. Supervisor of Guidance submits candidates to be reviewed by the Chief School Administrator of their district.
3. Chief School Administrator signs Agreement of Participation form.
4. The signed Agreement of Participation along with Student Credit Recovery Program registration form and student's official transcript and any disciplinary records will be sent to the Morris Hills Regional Adult High School Coordinator's office at:

**MHRD Adult High School**  
**50 Knoll Drive**  
**Rockaway, NJ 07866**

a) Alternatively, the student could bring all aforementioned forms with them at the time of registration or all forms could be faxed to (973) 586-3550.

5) The Adult High School Coordinator will have these records reviewed by the Chief School Administrator and Principal of the MHRD Adult High School and signed, if acceptable.

6) The Coordinator will develop a schedule for the CRP student.

7) Progress reports and final grades will be sent to each school's Supervisor of Guidance. A final end of semester report will be distributed to the Supervisor of Guidance at each school.

8) Credit Recovery students who are enrolled in Semester 2 must complete all work including final exams no later than the first week of June in order to be granted course credit(s).

9) Supervisors of Guidance must notify Adult High School Coordinator of withdrawals from school/program.

**Morris Hills Regional Adult High School**  
**Credit Recovery Program**  
**Chief School Administrator**  
**Agreement Letter**

As Chief School Administrator of \_\_\_\_\_ High School, I agree  
(School Name)

to allow \_\_\_\_\_ to take the following course(s) at  
(Student Name)

MHRD Adult School for the  **FALL**  **SPRING** semester \_\_\_\_\_ school year.  
(Select One) (School Year)

1. \_\_\_\_\_
2. \_\_\_\_\_

I understand that the student will not be able to take more than 10 credits per semester at your institution and that the fee you have established of **\$195.00** per course will be charged to the student. The participating student's complete academic and disciplinary records have been forwarded to the Morris Hills Regional District.

\_\_\_\_\_  
Chief School Administrator  
Sending District

\_\_\_\_\_  
**James Jencarelli**  
Chief School Administrator  
Receiving District

