

COMPETENCY RECOVERY FORM

Student_____Date_____

Teacher_____

Instructions:

- Teachers should go to www.vlacs.org to the course catalogue: "Competency Recovery."
- This will provide a list of courses. If you select the course in question, a list of competencies will appear. (Another way to search is to search by topic. This allows you to match a competency that might not appear under that course title. For example, if you have a writing competency in history, you might find a competency match in an English module.)
- Be specific as you list the module(s) in the column(s) below.
- Please **meet with the student. E-mail parent and cc appropriate counselor.** Retain one copy of this form; send the other 2 to guidance.
- Guidance will meet with the student to go over registration procedures and will give a copy to the student. Guidance will retain the last copy for records.
- **Registrar will indicate non-competency (NCC) code on the transcript until remediation has been finished and documented.**

Dates for Submission to Guidance:

- **Semester 1 courses:** Quarter 3 progress report date
- **Semester 2 or year-long courses:** First Monday in June which is June 2nd

NOTE: ESTIMATED TIME FOR EACH MODULE COMPLETION: +/- 4 weeks (1 hr./day, 4-5 days/wk.)

Course	Semester	Final Grade	VLACS Course needed for competency recovery	VLACS Module(s) needed for competency recovery	Parent E-mailed