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 in the last column below.
- Please **meet with the student in question.**   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 as 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**:
- **Semester 2 or year-long courses:** June 1

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

Course Name	Semester	Final Grade	VLACS Course needed for competency recovery	VLACS Modules needed for competency recovery