NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

STUDY ABROAD CHECKLIST

For students completing a semester or full year outside of New Trier for foreign exchange or outdoor experience, etc., with the intention of returning to New Trier, <u>prior approval is suggested</u> to ensure credit transfer satisfies progress toward graduation.

Here are the steps toward obtaining approval.

STEP 1: Talk to your Adviser

- Clarify timing of date leaving, date returning
- Discuss courses to be taken in outside program
- Discuss courses you plan to take upon your return
- Start to fill out the Intent to Study Abroad form

STEP 2: Contact your Outside School/Program for Course Information

- Acquire a list of courses and course descriptions from your outside school/program
- Making an informed decision may require information from multiple sources; Research the outside program's details so you have the information ready when working through the details with New Trier.
- Only work completed at accredited schools/programs will be considered.
- Online courses do not transfer at New Trier.
- New Trier does not provide referrals or lists of outside schools/programs.

STEP 3: Submit your *Intent to Study Abroad Form* (with all signatures) and Course Descriptions to the Registrar

- You are expected to complete all New Trier graduation requirements; please plan your course schedule accordingly.
- For some courses, the Adviser or student may need to talk to the Department Chair(s) about course details regarding placement in appropriate New Trier courses upon return.
- Not all outside courses have equivalencies at New Trier; a Department Chair will help determine whether additional coursework is needed to stay on track for graduation (which may include summer school and/or doubling up on credits upon return).
- Kinetic Wellness is exempt for any terms completed outside Illinois.
- English courses taken outside the US transfer as ELL (English Language Learner) on the transcript.
- A full year of US History and Constitution Test is required for all students; Juniors who are abroad must still satisfy this requirement upon return.
- Junior Theme is required for all students; Juniors who are abroad must satisfy this English department requirement upon return.

STEP 4: Submit Official Transcript

Once you have completed your program, you are required to submit an Official/Sealed Transcript in order for credit to transfer to New Trier. If you are studying outside the US, it is recommended that you request and take a sealed transcript home with you upon completion of your program. Most schools within the US will mail a final transcript directly to New Trier upon your request.



INTENT TO STUDY ABROAD FORM

| eet requirements for cou | n ses upon your recu | The and for progress to | | | | ıdrawal | Expected |
|---|----------------------|-------------------------|----------------------------------|-------------|--------------------|--------------------|--------------------------------------|
| Home School | | | | School Year | |)ate | Return Date |
| New Trier High School | | | | | | | |
| New Trier High School New Trier High School | | | | | | | |
| 1 2 3 22 | - | | _ | | | | ' |
| Transfer School/Progran | 1 | | | | | | |
| School/Program Name | | City/State/Country | City/State/Country School Year | | Start Date | | End Date |
| , , | | | | | | | |
| ourse Information: Please | attach course descri | ntions for each course | • | | | | |
| arse myor mation rease | uttuen course deserr | | ourse Le | ngth/Te | rm | | Requirement |
| Course Department Course T | | | SEM 1 SE | | (Office M 2 | | ce Use Only) |
| Course Department | Course ride | | SEM I | SEN | 1 4 | | |
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| After obtaining all sig | | | | iptions a | ttache | ed - to the | e Registrar's |
| | Of | fice, Room 215, Winne | tka. | | | Γ | New Trier High Scho |
| arent/Guardian | | | | Date: | | | Registrar 385 Winnetka Ave |
| dviser | | | | Date | | | Winnetka, IL 6009 |
| iviser | | | Date. | | | | Ph: 847-784-2212 Fx: 847-784-2094 |
| lviser Chair | | | | | | | OFFICE USE |
| sistant Principal | | | | | | Schedule Drop _ | |
| onomit i inicipai | | Date | | | | Schedule Preserve_ | |
| ssociate Principal for Academic | | | | | | | Official Transcript R |
| nd Administrative Services | | | | | | | omciai franscript k |
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