

# Personal Development Credit – Student Notification Form

A personal development credit cannot be entered on your transcript unless this form is accompanied by the appropriate certificate or letter provided to you by the course or program provider. It is the responsibility of students to ensure that they provide a copy of the certificate or letter of completion prior to the deadline.

## Student Information

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_ Grade \_\_\_\_\_

Current School \_\_\_\_\_

1. This personal development credit has been recorded as a credit toward the five elective credits required for graduation \_\_\_\_\_

**OR**

2. This personal development credit has been recorded on the transcript as a credit beyond the 5 elective credits required for graduation \_\_\_\_\_

## Signatures

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Name of Credit or Course Title  
or Course title:

A final certificate or letter of completion has been provided by the student. \_\_\_\_\_ (Yes/No)

## School Record *(To be completed by the School Official)*

\_\_\_\_\_  
School Official's Name (please print)

\_\_\_\_\_  
School Official's Signature

\_\_\_\_\_  
Date