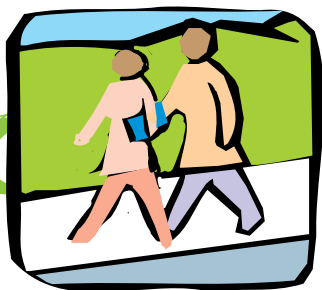
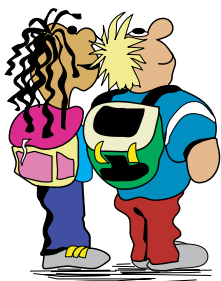


# INDEPENDENT STUDY HANDBOOK POLICIES AND PROCEDURES



**AMERICAN SCHOOL®**  
**2200 EAST 170TH STREET**  
**LANSING IL 60438**  
**708-418-2800**  
**[www.americanschoolofcorr.com](http://www.americanschoolofcorr.com)**



Copyright © 2009 by American School®

No portion of this publication may be reproduced by any process such as photocopying, recording, storage in a retrieval system or transmitted by any means without permission of the publisher.

Printed in the United States of America

# Table of Contents

## Information for All

Welcome to American School .....	1
How Does a Student Enroll? .....	1
What Is Included in the Price of a Course? .....	1
What Happens Once an Application Is Processed? .....	2
How Are Course Materials Sent? .....	3
Why Is a Student Number Important?.....	3
How Long Does It Take to Complete a Subject? .....	3
What Is the Minimum Enrollment Period? .....	4
What Is the Maximum Enrollment Period? .....	5
What About Local School Deadlines? .....	5
What If a Student Needs to Complete Just One Semester of a Full-Year Course? .....	5
How Do I Compute the Price of One Semester of a Full-Year Course?.....	6
How Does a Student Take a Course? .....	6
How Does a Student Get Started? .....	7
How Does a Student Submit a Study Guide Examination? .....	7
What Is the American School Honor System?.....	8
In What Order Are Examinations Graded? .....	9
What Is a Passing Grade on the Study Guide Examinations?.....	9
What Is a Partial Grade?.....	9
What If a Student Sends in Several Examinations in a Course at One Time? .....	10
If a Final Is Required, What Is the Procedure?.....	10
How Is the Overall Grade for a Course Computed?.....	11
What Is the American School Grading Scale? .....	11
When Is a Transcript Sent?.....	11
What If a Student Wants to Drop a Course? .....	12
What If a Student Wants to Substitute a Course?.....	12

## Especially for Counselors

What Can the American School Independent Study Program Offer My Students? .....	13
What Is Required of Me? .....	14
How Do I Know How My Students Are Doing? .....	15
What If I Have Questions? .....	16

## Especially for Students

What Is Independent Study? .....	17
When Should I Begin? .....	17
What Help Is Available to Me? .....	17
How Do I Make a Study Schedule? .....	18
When should I Send in an Examination? .....	19
How Do I Prepare to Take an Examination? .....	19
How Do I Find Out How I Did on an Examination? .....	20
What Should I Do If I Receive a Grade of “Partial”? .....	21
How Do I Prepare for a Final Examination? .....	21

## A Note for Parents/Guardians

How Can I Best Help My Student? .....	22
What If I Have Questions? .....	22

On-line enrollment with credit card payment  
will be available soon on our web site. Please  
check us out.



# INFORMATION FOR ALL

## Welcome to American School!

We are pleased that you have chosen to use the American School Independent Study program. We want to do everything possible to make this learning experience a worthwhile and enjoyable one.

This booklet contains general information about our policies and procedures which everyone—students, counselors and parents—should know. In addition, there are special sections of the booklet designed to answer your specific questions and concerns as a student, counselor or parent.

## How Does a Student Enroll?

To enroll in a course or subject the student needs to have an Independent Study Application form completed by his or her counselor. Copies of these forms are mailed quarterly to counselors and are available by request. The forms may also be downloaded from the American School's web site ([www.americanschoolofcorr.com](http://www.americanschoolofcorr.com)). Once the form has been completed and signed by the counselor, it should be mailed along with a check or money order for payment in full made out to the American School, 2200 East 170th St., Lansing IL 60438.

If a parent or school wishes to pay by credit card, the parent may call the Admissions Department at 708-418-2800 and do a preliminary enrollment over the phone, but the actual completed application with the appropriate counselor's signature still must be mailed and received by the American School.

## What Is Included in the Price of a Course?

The course materials, our instructional services, transcript, and the cost of postage for mailing

course materials and graded examinations to students are all included in the price of a subject or course (the terms subject and course are used interchangeably in this brochure). Also included at no additional cost is access to the American School On-Line Student Center where students and counselors can view student progress reports and access help sheets for various subjects.

For some courses there may be additional course materials that a student needs which the American School does not provide. Examples include a camera for the Photography course, a computer or typewriter for the Keyboarding course, and so on.

The instructional services include personalized grading of examinations by qualified instructors and access to help with course content by mail, telephone, and on-line help sheets. In addition, the American School sends a transcript to the student's school when he or she has successfully met all the requirements of a course and the student's account is paid in full.

There are no additional charges or fees beyond a one-time matriculation (enrollment) fee for the first-time student at American School and charges if a student needs a duplicate copy of a textbook or study guide or wants special handling in the sending of study materials and examinations, such as sending them Express Mail. Contact the American School's Admissions Department for pricing to ship course materials Express Mail or outside the continental United States.

## What Happens Once an Application Is Processed?

Once an application is processed the course materials are mailed to the student or, at the local school's option, to a school official. With the course materials is a packet that includes important items like First Page Forms and pre-addressed envelopes, both of which are used

to send examinations to the American School. It also gives the student his or her unique Student Number (see Why Is a Student Number Important? below).

A separate letter is also sent to the student giving information about how to access the On-Line Student Center.

## How Are the Course Materials Sent?

After processing of the enrollment application, course materials are sent UPS, except in the case of P.O. Box addresses. Course materials are sent First Class mail to P. O. Box addresses.

We advise that students and counselors allow 10 business days from the time an application form is submitted to receive course materials. If the course materials have not been received within this time frame, please contact the American School.

## Why Is a Student Number Important?

The student number assigned to a student by the American School is unique. It helps the American School immediately identify a student. There may be many students enrolled at the American School with the same names, but each has a different student number. So a student's American School student number should be placed on all examinations and correspondence with the American School and used in any other contact with the American School.

## How Long Does It Take to Complete a Subject?

Because high school courses vary in difficulty and students vary in ability and motivation, it is not possible to predict how long it will take to finish a particular course. Therefore, when students plan their study schedule, they should take into account the level of difficulty

of the course, their own abilities, and their local school's completion date.

It is particularly important to consider the local school's completion date if a student is a senior taking a course for graduation. All the student's examinations must be received by the American School and passed before the date his or her school requires a transcript showing that he or she has earned credit for a course.

Students should not wait to send all of their exams in at once at the end! Please see How Do I Make a Study Schedule in the Especially for Students portion of this booklet on pages 18-19.

## What Is the Minimum Enrollment Period?

American School has set minimum and maximum enrollment periods for course completion. Local school deadlines must be met within this period.

The minimum period for which you must be enrolled with the American School is 5 weeks per course consecutively. This means if a student is completing just one course with the American School, the minimum completion date is 5 weeks from the date the American School processes his or her enrollment application.

Please note that this is not a maximum time.

The student does not need to complete a course within five weeks. Five weeks is the **minimum** time for a student to complete a course and have a transcript issued. If a student enrolls for two courses at the same time, the student may work on and submit exams in both courses at the same time. The minimum enrollment period, however, for one of the courses is 5 weeks from the time the American School processes the application; the minimum enrollment period for the second course is 10 weeks from the date the American School processes the enrollment application. This means that no transcript for the first course will be issued until five weeks from the date the American School processes

the application and no transcript for the second course will be issued until ten weeks from the date the American School processes the application.

The American School does not recommend or encourage students to consider the minimum completion times as “usual” or “normal.” The vast majority of subjects require a much longer period of study.

## What Is the Maximum Enrollment Period?

The maximum amount of time a student has for course completion with the American School is one year (renewal is possible).

## What About Local School Deadlines?

The local high school counselor or other school official may set a date for the completion of a course by a student. This deadline date is a matter between a student and his or her local school, but it cannot be earlier than the American School minimum time requirement. It is a student’s responsibility to study, to send in his or her work and receive passing grades on the exams, and to take the final examination, if required, at least four weeks before the deadline arrives.

## What If a Student Needs to Complete Just One Semester of a Full-Year Course?

Students may enroll to take only the first or only the second semester of a full-year course, for example, Algebra I. In this case the counselor needs to indicate on the enrollment application which semester the student needs to complete. The student then completes only the portion of the course for which he or she is enrolled.

To determine how many exams a student needs to complete for one-half of the course, simply divide the total number of exams by two and

round off any fraction to the next highest number. So if there are 8 exams in a course, a student taking just the first semester of the course would complete the first four exams and a student taking just the second half would complete the last four exams. If, on the other hand, there are 7 exams in a course, the student would complete a total of 4 exams for either semester of the course (either exams 1–4 or exams 4–7).

Some courses, for example, English I: Composition and Grammar already are one-semester courses and have a value of one-half Carnegie Unit.

## How Do I Compute the Price of One Semester of a Full-Year Course?

To find the price of taking half (one semester) of a full-year course, divide the cost of the full-year course by 2 and add \$25.00. For example, if the cost of the full-year course is \$100, the cost of one semester is \$75 ( $\$100/2 + \$25$ ).

## How Does a Student Take a Course?

The course materials usually consist of a textbook and a study guide. In some cases the textbook and study guide are combined. There may also be a separate examination booklet and/or other items such as a CD in Speech or a sewing project in Clothing.

The study guide does just that—it guides a student through the course. It breaks the course down into assignments, telling him or her what to read in the textbook, adding important help in understanding the textbook and providing additional information the student will need to know for the examinations. The study guide also contains self-check tests after each assignment. These self-check tests help students see for themselves how well they are doing in a subject and the self-check tests help prepare students for the examinations which they send to the American School for grading.

## How Does a Student Get Started?

The first thing a student should do is read the introduction to the study guide for the course he or she is taking. The introduction to the study guide gives an outline of the course and valuable study hints.

## How Does a Student Submit a Study Guide Examination?

The examinations that are submitted to the American School for grading are in the study guide or, in some subjects, a separate examination booklet. Students are sent a supply of First Page Forms and envelopes for mailing examinations in the supply envelope sent with their course materials. Once a student has completed an examination, he or she should fill out and attach a First Page Form and then mail the exam and First Page Form to the American School for grading. Exams should be sent one at a time, as soon as a student has completed one. This way the student can benefit from feedback from his or her instructors.

There are two colors of First Page Forms. Pink First Page Forms are to be used exclusively by students whose graded examinations are to be returned to the local high school. Yellow First Page Forms are to be used only by students whose graded examinations are to be returned to the students' home addresses. Which color First Page Forms a student receives is determined by what is indicated by his or her counselor on the application form.

In either case, the student should fill in the First Page Form completely, including his or her American School student number, which appears on the face of the brown supply envelope. Students should include the American School student number on every exam page and on all correspondence. Otherwise, the processing of examinations will be delayed. Students should also be sure to include the name of their local school.

Students are sent 10 First Page Forms in their supply envelope. Additional First Page Forms are sent with returned graded exams. If a student needs additional First Page Forms and envelopes for mailing examinations, they should contact the American School. First Page Forms and envelopes are provided free of charge.

We recommend that students photocopy their completed exams for their own records before sending them to the American School for grading.

See How Do I Prepare to Take an Examination? starting on page 19 in the Especially for Students section of this pamphlet.

## What Is the American School Honor System?

In pursuing their studies American School students are expected to follow the honor system and to conduct themselves in a way that fosters respect for themselves, their families, their local school, and the American School. Under the honor system, it is permissible for a student to discuss study material with other people as he or she studies, but all answers on examinations are required to be the result of the student's own thought and effort. A student may not represent someone else's work as his or her own.

In addition, under the honor system students may not provide answers to questions on examinations to other people, whether they be students of the American School or not.

All materials printed by the American School are copyrighted. Supplying copies of questions and answers to other people is a violation of federal laws forbidding infringement of copyright and may be prosecuted thereunder.

Students who do not adhere to this code of ethics can expect disciplinary action, which may include, but not be limited to, requiring a

student to redo an examination or drop a subject and replace it with a different one. Repeated violations may result in a student's dismissal and invalidation of any examination grades.

## In What Order Are Examinations Graded?

Examinations are graded in the order in which they are received. Sending examinations by special mail such as Express Mail or Fed Ex or delivering them to the American School personally will mean that examinations get to us faster, but it does not mean that the specially submitted examinations will be graded before other students' examinations already received by the American School.

## What Is a Passing Grade on the Study Guide Examinations?

The minimum passing grade on study guide exams is 75. Passing grades are given in percentage figures from 75 to 100. Students must receive passing grades on all study guide exams in the course in order to receive credit for the course. Additionally, all study guide exams should be passed before taking the final exam, if one is required by the student's local school.

## What Is a "Partial" Grade?

The term "Partial" means that an examination doesn't meet the requirements for passing. An exam marked "Partial" is one which requires additional work and correction before it can be given a passing grade. If a student receives a grade of "Partial," his or her American School instructor will give him or her an opportunity to complete additional work, either by redoing questions that have been missed on the exam or by taking an alternate examination. Instructions accompanying the returned "Partial" exam will tell what the student should do to change the failing grade to a passing grade.

The highest mark possible on exams assigned rewritten work or on alternate exams is 85. All “Partial” grades must be made up and changed to passing grades for a student to satisfactorily complete a course.

## What If a Student Sends in Several Examinations in a Course at One Time?

If we receive several examinations in a course at one time from a student, we will grade all of the examinations unless the student receives two grades of “Partial.” The two examinations that receive a grade of “Partial” will be returned to the student for assigned rewritten work and any remaining ungraded exams submitted at the same time will be returned ungraded.

Each assignment in a course builds on the knowledge and skills in the previous assignments. Thus if a student starts having difficulty in a course, he or she needs to be sure to master the content in earlier assignments before attempting later assignments. Our policy of allowing only two “Partials” in a group of exams submitted by a student allows the student to work on mastering the necessary material to do well in the course. Thus the student can review any exam that is returned ungraded, make corrections and changes as needed, and return the exam for grading; the exam will then be graded without the penalty of 85 being the highest mark achievable.

## If a Final Is Required, What Is the Procedure?

Most schools require their students to take a final exam covering all the material studied in the course. The final is provided by the American School and is sent to a student’s counselor or other school official when the student has successfully completed the first exam in a subject. Assuming that a student is submitting one exam at a time, this means that the final should be at a student’s school in time for the student to take it when he or

she has successfully completed all the study guide examinations. The final is a closed book, proctored, 45-minute examination.

For tips on preparing for the final examination, see *How Do I Prepare for a Final Examination?* on page 21 of the *Especially for Students* section of this pamphlet.

## How Is the Overall Grade for a Course Computed?

If a student is not required to take a final examination, his or her course grade is the average of the grades on the study guide exams. If a final is required, the course grade is the average of the grades on the study guide exams and the score on the final exam. The study guide exam grade average counts 50%, and the final exam grade counts 50%. If the grade average on the study guide exams is 83 and a student makes 70 on the final, then the course grade is 76.5 or 77. A student must have a high enough grade on the final exam to result in his or her final average being 65 or above.

## What Is the American School Grading Scale?

The overall course grade scale is as follows:

93-100:	A
85- 92:	B
76-84:	C
65-75:	D
Below 65:	F

## When Is a Transcript Sent?

A transcript is automatically sent when our records show that the minimum enrollment period has been met, the student has successfully completed a subject, and his or her account is paid in full.

## What If a Student Wants to Drop a Course?

If for sufficient reason a student drops a course within 90 days, the American School will, upon written request of a parent or legal guardian if the parent or legal guardian is paying for the course or upon written request of a counselor, cancel on the following basis: If no examinations have been submitted, the American School will retain \$20.00 for matriculation costs and \$50 per subject for textbooks and guides. The \$50 book fee is waived if the student returns the course materials in like-new condition. However, if the student has submitted examinations in any subject, full tuition will be charged and no refund made. Enrollments may not be transferred from one student to another.

If a parent or legal guardian requests cancellation, the student's counselor will be notified by a notation on the student's record in the Counselor's Office on the American School web site and by letter.

## What If a Student Wants to Substitute a Course?

Independent study students who want to substitute another subject for the subject they have already received may do so under the following circumstances:

- 1) the request is made within 90 days of enrollment
- 2) no exams have been submitted
- 3) a written request for the substitution is received from an appropriate school official
- 4) the student returns the course materials at his or her own expense in like-new condition. If the course materials are not in like-new conditions, the student may make the substitution upon payment of the replacement cost of the materials.

- 5) the student pays the difference if the subject being substituted is more expensive than the one originally enrolled in. If the subject being substituted is less expensive, an adjustment will be made to the student's account and a refund made if appropriate.

## ESPECIALLY FOR COUNSELORS

### What Can the American School Independent Study Program Offer My Students?

The Independent Study program offers you a practical solution to the challenge of meeting the various needs of your students:

- the student who needs a credit recovery program to stay with his or her class and graduate can make up credits during the school year or during summer vacation
- the student who wants to accelerate can take more academically challenging subjects, such as Journalism, Physics, and British Literature
- the potential drop-out who needs motivation can take a subject that meets his or her interests and needs, such as Automotive Systems, Clothing, Fundamentals of Electricity, or Photography
- the home-bound student who is forced by illness or other reasons to withdraw from the classroom and needs an alternative program can keep up with his or her studies
- the student who wants to take a subject for which enrollment is too low to offer locally may find the subject among the wide variety of subjects offered by the American School

- the student who travels, such as children of military personnel, missionaries, businesspeople, entertainers, sports figures, and others can take independent study to keep up with his or her studies regardless of where he or she may be
- the former student or local adult who has been out of school for a while can complete the few credits needed to receive his or her diploma
- the student who is interested in exploring a possible career can take subjects like Office Procedures, Carpentry, or Home Planning and Decorating.

Of course, the Independent Study program at the American School is also a practical alternative to summer school. In school districts where summer school is not offered, students can earn credits through the American School during June, July, and August (as well as throughout the rest of the year).

## What Is Required of Me?

Counselors are responsible for authorizing the subject or subjects a student may take on the Independent Study Application Form. These forms are sent in quarterly mailings to schools throughout the United States and may be downloaded from the American School's web site ([www.americanschoolofcorr.com](http://www.americanschoolofcorr.com)). In addition, you may request additional copies by calling 708-418-2800.

When filling out the forms please be sure to fill them out completely, particularly where you want the books sent (directly to the student or to your school) and whether you want the student to take an end-of-course final examination or not. If the student is required to take a final exam, the grade on the final counts as 50% of the course grade.

Once you have filled out and signed the form, the student is then responsible for sharing the application form with his or her parents, attaching the appropriate payment and mailing both to the American School. Parents who wish to use credit card payment can do so by calling our Admissions Department. The application will be taken over the phone and the enrollment process started, but the student and his or her parents are required to submit the original application immediately.

Once we receive the application we take it from there! The enrollment application is reviewed to be sure it is complete and signed (if not, either you or the student will be contacted, depending on the missing information). You can follow the progress of your students on-line through the Counselor Center described below. If you require a student to take a final examination, one will be sent to you as soon as the student submits and receives a passing grade on the first examination in the subject the student is taking.

You then arrange for the student to take the proctored final examination locally and mail the completed final to the American School.

When the student has met all the requirements of the subject with a passing grade and if the tuition is paid in full, a transcript will automatically be sent to your school.

## How Do I Know How My Students Are Doing?

Counselors can access information about their students' progress on-line at the Counselor Office on the American School web site ([www.americanschoolofcorr.com](http://www.americanschoolofcorr.com)). Go to the web site; scroll over the right-hand door under Online Services and click as directed to open the counselor's office or click on "Counselor's Office" at the bottom left of the screen. Then click the School Login button and enter the

school access code and password provided to your school by the American School.

Once you are logged in you can access lists of students from your high school enrolled with the American School that include information such as a student's enrollment date and the date the last exam grade was recorded. Clicking on a student's name on the list takes you to that student's Progress Report, which gives detailed information on the student's progress in the subject or subjects he or she is taking.

An additional service is available to counselors who sign up for it on-line and provide us with their email address. Once signed up, counselors will receive weekly updates of whatever grades have been posted for their students.

## What If I Have Questions?

If you have questions, please feel free to call the Independent Study Division of the American School at 708-418-2850 during our regular office hours (9:00 A.M. to 3:00 P.M. Central time). Outside of these hours you can leave a message and our Independent Study Coordinator will get back to you as quickly as possible.

The American School also occasionally holds live on-line chats for counselors. Notification of these on-line chats is sent to counselors whose email addresses we have in our on-line database.

# ESPECIALLY FOR STUDENTS

## What Is Independent Study?

As you begin an Independent Study course, it is important for you to know just exactly what Independent Study involves. In Independent Study you will have a lot of support along the way, but the major responsibility for learning the material and completing the course rests on your shoulders. In this it is much like the learning environment you encounter when you do homework at home.

## When Should I Begin?

Begin at once! All study guide exams must be passed and the final examination completed and sent to American School at least four weeks before the completion date set by your high school. We need sufficient time to grade the exams, prepare a transcript of credit, and mail it to your school in time for graduation day.

## What Help Is Available to Me?

The help available to you comes from three main sources—your study guide, your American School instructors, and the On-Line Student Center. Your study guide gives you direction and help in learning the material. It makes clearer what is covered in the reading in the textbook and often adds additional information for which you are responsible on the examinations. The study guide also contains self-check tests for each assignment. These help you see for yourself if you have learned the material covered in an assignment. They also help prepare you for the examinations that you send into the American School for grading. To succeed in your studies it is very important that you use your study guide.

Your American School instructors are available to answer questions by telephone or by mail and they provide personal comments, suggestions and help on the examinations you submit to the American School for grading. In the On-Line Student Center you will find special Help Sheets and links to helpful homework sites on the Internet.

So you have a lot of back-up help. You, however, must take responsibility for actually sitting down and studying! Therefore, it is important that you set up a study schedule right away and begin your course as soon as you receive your materials. If you leave everything to the end, you will be rushed and feel a lot of pressure, which results in your learning less and possibly receiving “Partial” grades on exams.

## How Do I Make a Study Schedule?

Usually students have a specific deadline set by their local high school for completing a course, particularly in completing a course in time for graduation. If this is the case, you need to look at how many weeks you have to study the subject and how many assignments and exams you will need to complete within that time period.

From this you can figure out how many assignments you need to complete each week and then how many hours a day you will need to study. We recommend that students devote at least two hours to each assignment (remember that each unit exam covers several assignments). Often more than two hours per assignment is required. Be realistic about your abilities and the level of difficulty of the subject you are taking. Algebra II usually takes much longer to complete than Planning Your Career.

Remember that the minimum enrollment period for completion of a course is five weeks consecutively for each subject you are taking with the American School. But this is only a minimum. The vast majority of subjects take

much longer to complete. Also remember that you cannot work right up to your deadline and expect to complete your work in time. You must allow time for the sending and grading of your exams. We ask that students have the last exam in to the American School at least one month before the deadline.

## When Should I Send in an Examination?

At the end of each unit in a subject is an examination. It is this exam that you complete and mail to American School. Usually you will find the examinations in your study guides. For some courses, however, there is a separate examination booklet. Once your exam reaches the American School, it goes to your instructor who reads it, comments on it, and returns it to you with a grade.

As soon as you complete an exam, mail it to the American School. Do not wait to send in several exams at once!

## How Do I Prepare to Take an Examination?

The best preparation for the examinations is to carefully study each assignment. The self-check tests are particularly important as they clue you to the important points made in an assignment and you will often find questions on the examinations you send into the School based on self-check test questions. In addition, the self-check tests help you monitor yourself on how well you are understanding the material you are studying. You can check your answers for yourself by using the answer key in the back of the study guide. If you have difficulty on the self-check tests, you will have difficulty on the examinations! So if you find yourself doing poorly on a self-check test, be sure to restudy the material before taking the examination!

Do not send the self-check tests into the American School for grading. They are strictly for your own benefit.

When you begin to take an examination, before you even begin to answer questions, put your books aside and think about the unit you studied for the examination. What were the major points or issues discussed? This helps to focus you on the activity you are about to do—taking the examination. Using pencil, answer as many questions as you can without referring to the textbook. Now open your book and check your answers. Look up any points about which you are uncertain. The purpose of the exams is not merely to test your knowledge, but to help you learn. When you are sure of your responses, go over your penciled answers in ink.

For essay questions it is a good idea to use scratch paper to make yourself a simple outline and to write a first draft. Proofread your draft for grammar and spelling, and also make sure it answers the question asked.

As soon as you have finished an exam and reviewed it carefully, fill in a First Page Form, put it with your exam in one of the pre-addressed envelopes with which you have been supplied and mail it to American School.

It is important to get that first exam on its way because once you have passed it, we send the final exam (if required) to your school. If you wait to send in all of your exams together, your final will not already be in the hands of your counselor. Naturally, this will delay completing the course.

## How Do I Find Out How I Did on an Examination?

Your examination will be returned to you or to your school by mail with the personalized comments of an instructor. But you do not need to wait to receive the examination back to learn how you did. When you enroll, you are sent a letter containing a password that allows you to go to the On-Line Student Center on the American School web site ([www.americanschoolofcorr.com](http://www.americanschoolofcorr.com)). When you

log in you will be able to pull up your student record and see what grades have been recorded for you. If you do well, go ahead and complete the next unit and examination in the subject. If you had difficulty with the examination, wait to receive it back so that you can benefit from your instructors' comments before you do the next exam in the course.

## What Should I Do If I Receive a Grade of “Partial”?

An exam marked “Partial” is one which requires additional work and correction before it can be given a passing grade. If you receive a grade of “Partial,” your instructor will assign you additional work (usually an alternate or secondary examination) to change the “Partial” grade to a passing grade. The minimum passing grade on study guide examinations is 75. The highest mark possible on reassigned work or alternate exams is 85. All “Partial” grades must be made up for a student to satisfactorily complete a course. That is, you must pass all the required exams in order to get credit for a subject.

If you receive a “Partial” on an examination, do not be discouraged. You now have the opportunity to review the assignments in the unit and do better. Your instructor's comments on the graded examination can be particularly helpful in assisting you to earn a passing grade. Read them carefully!

## How Do I Prepare for a Final Examination (If Required by My School)?

To prepare for the final exam, review all discussions, textbook assignments, self-check tests, and graded study guide exams. Concentrate on those areas where your exams show you had the greatest difficulty.

# A NOTE FOR PARENTS/ GUARDIANS

## How Can I Best Help My Student?

You can best help your student by sitting down with him or her and helping him or her set up a realistic study schedule. The schedule should take into consideration the amount of time the student has to complete the course along with a realistic assessment of the student's abilities and the level of difficulty of the subject. Algebra II cannot be completed in the same amount of time as Planning Your Career.

Periodically monitor your son's or daughter's progress. If he or she is having difficulty, encourage him or her to take advantage of the help available (see What Help Is Available to Me? in the student section of this pamphlet).

## What If I Have Questions?

Many questions you may have will be answered in other sections of this booklet. Check the Table of Contents to see the questions answered.

If you have questions not answered in this booklet, please do not hesitate to contact the American School at 708-418-2800 between 9 A.M. and 3 P.M. Central time. Our staff will be glad to be of any help they can.

**MISSION STATEMENT FOR  
THE AMERICAN SCHOOL®**

*The Mission of the American School, a not for profit (501-C-3) institution, is to provide quality educational programs and individual subjects to individuals and schools at a reasonable cost using various distance learning methods.*

*Celebrating Over 100 Years  
of Excellence in Education*



**AMERICAN SCHOOL®**

2200 East 170th Street

Lansing IL 60438

708-418-2800

[www.americanschoolofcorr.com](http://www.americanschoolofcorr.com)