



CITIZENS HIGH SCHOOL
MILITARY FAMILY SOLUTIONS

COURSE IS NOT AVAILABLE?

A limited school schedule does not have to delay your student.

INDIVIDUAL COURSE

100% ONLINE

YEAR-ROUND



Photo: RDNE Stock project via Pexels (free to use)

THE COURSE MAY STILL BE WITHIN REACH

TAKE ONE COURSE. STAY AT YOUR SCHOOL.



A CHS INDIVIDUAL COURSE

FILL THE COURSE GAP

A student may remain enrolled at the current school while completing an approved CHS course online. There is no need to transfer into a full CHS diploma program to take one individual course.

THIS MAY HELP WHEN

- A required course is not offered
- The class is full or closed
- Two required courses meet at the same time
- A PCS move interrupted a course
- The course will not return before graduation
- A prerequisite or elective is unavailable

FROM COURSE GAP TO COMPLETED CREDIT

1

CONFIRM THE NEED

Ask the school for the exact subject, course requirement, and credit amount.

2

FIND A MATCH

CHS can help identify a possible course with the appropriate subject and credit value.

3

GET WRITTEN APPROVAL

The current or receiving school must approve the course before enrollment.

4

COMPLETE AND TRANSFER

Finish online, then request an official CHS transcript through Parchment.

Approval comes first: the student's school decides whether the CHS course will be accepted and how it will apply toward graduation.

THE RIGHT COURSE - AND THE RIGHT AMOUNT OF CREDIT

Selected CHS courses are offered for 0.5 credit; others are offered for 1.0 credit. Confirm the exact amount needed before choosing a course.

0.5

1.0

ASK ABOUT THE COURSE YOUR STUDENT NEEDS

CitizensHighSchool.com



APPROVE THE COURSE BEFORE ENROLLING

The right information prevents a student from spending time on a course the school cannot use.



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ASK THESE FIVE QUESTIONS



WHAT EXACT COURSE IS REQUIRED? 01

Get the subject or specific course name in writing.



HOW MUCH CREDIT IS NEEDED? 02

Confirm whether the requirement is 0.5 or 1.0 credit.



ARE THERE PREREQUISITES? 03

Verify that the student has completed any required prior course.



WHEN MUST THE CREDIT ARRIVE? 04

Ask when the final grade and transcript must be received.



WILL THE SCHOOL ACCEPT THIS CHS COURSE? 05

Obtain written approval and confirm how the completed credit will be applied.

A COMMON MILITARY FAMILY SCENARIO

After a PCS move, a student still needs 0.5 credit in Economics. The new school's class is full and will not be offered again before the student's expected graduation date.

A POSSIBLE CHS SOLUTION

If the school approves CHS Economics with Financial Literacy as an acceptable match, the student may complete the 0.5-credit course online and transfer the finished credit back through an official CHS transcript.

START EARLY Year-round enrollment | 14-day minimum for 0.5 credit | 28-day minimum for full credit

FIND OUT IF CHS OFFERS THE COURSE

Send the student's transcript and the school's written requirement. CHS can identify a possible course match, explain the credit value and prerequisites, and help your family understand the next step.

800-736-4723

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