

DUAL ENROLLMENT POLICY – Earning Other High School Credits

If your student is planning on earning credit(s) through a high school program other than Clonlara's, the following conditions apply:

Registration Form – you must complete the Dual Enrollment Section of the Clonlara School registration form.

Clonlara School's Registrar – will inform the other school's counselor that the student is fully enrolled in and plans to graduate from Clonlara School upon completion of the necessary requirements.

Official Transcript Required - the student must request that an official transcript for any credits earned during each semester from the other high school program be sent by the high school to Clonlara School's Registrar directly:

Office of the Registrar
Clonlara School
1289 Jewett Street
Ann Arbor, MI 48104
(734) 769-4511 – tel.
(734) 769-9629 – fax

Transfer of Credits - Upon receipt of the other high school's official student transcript, the Registrar will then transfer these credits exactly as they are reported (i.e., the grade and credit given cannot be changed) to the student's Clonlara School transcript. However, if the other school's transcript records grades or credits in a manner different than Clonlara's (e.g., numerical grades or different semester scheduling), Clonlara's Registrar will evaluate the other school's grading or credit-awarding process to determine how the credit will be listed on the student's Clonlara School transcript.