



HANSBERRY COLLEGE PREP

Outside Enrichment Credit Documentation Form

Hansberry College Prep is a college prep school; being this, we expect that students who choose to attend HCP want a well-rounded education that includes academics, extracurricular activities, and community service.

All students are required to complete Enrichment. Enrichment can be completed outside of school if a student is unable to participate in classes offered at HCP. To receive credit for Enrichment taken outside of school, students must receive prior approval from Ms. Williams by completing this form.

When the 25 hour Outside Enrichment opportunity is complete, documentation as described below, must be submitted to Ms. Williams by **Friday, January 13, 2017 for Semester 1** and **Friday, June 2, 2017 for Semester 2**.

Documentation: In order to receive any credit, students must provide **documentation on the organization's letterhead** from the teacher/supervisor/coach that includes the following information:

- **Verification of how many hours were completed for the program. A minimum of 25 hours must be completed in order to earn .25 Enrichment credit.**
- **Documentation of course content/program details – what was taught/learned**
- **Supervisor Contact Information: Name, Job Title, Telephone #, Email**

Submission Policy:

Documentation should be placed in a sealed envelope and turned into Ms. Williams. Documentation may also be faxed directly from the organization to 773.304.1995 Attn: Ms. Williams. Forms are due no later than **Friday, January 13, 2017 for Semester 1** and **Friday, June 2, 2017 for Semester 2**.

Questions:

Please submit questions to Ms. Williams and obtain approval early to ensure full credit is received for the activity in which you are involved.

Student Name: _____ Student Advisor: _____

Enrichment Coordinator Name (printed): _____ Date: _____

Enrichment Coordinator Signature: _____ Hours completed _____

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