

For students completing a semester or full year outside of New Trier for foreign exchange or outdoor experience, etc., with the intention of returning to New Trier, **prior approval is suggested** to ensure credit transfer satisfies progress toward graduation.

Here are the steps toward obtaining approval.

STEP 1: Talk to your Adviser

- Clarify timing of date leaving, date returning
- Discuss courses to be taken in outside program
- Discuss courses you plan to take upon your return
- Start to fill out the Intent to Study Abroad form

STEP 2: Contact your Outside School/Program for Course Information

- Acquire a list of courses and course descriptions from your outside school/program
- Making an informed decision may require information from multiple sources; Research the outside program's details so you have the information ready when working through the details with New Trier.
- Only work completed at accredited schools/programs will be considered.
- Online courses do not transfer at New Trier.
- New Trier does not provide referrals or lists of outside schools/programs.

STEP 3: Submit your *Intent to Study Abroad Form* (with all signatures) and Course Descriptions to the Registrar

- You are expected to complete all New Trier graduation requirements; please plan your course schedule accordingly.
- For some courses, the Adviser or student may need to talk to the Department Chair(s) about course details regarding placement in appropriate New Trier courses upon return.
- Not all outside courses have equivalencies at New Trier; a Department Chair will help determine whether additional coursework is needed to stay on track for graduation (which may include summer school and/or doubling up on credits upon return).
- Kinetic Wellness is exempt for any terms completed outside Illinois.
- English courses taken outside the US transfer as ELL (English Language Learner) on the transcript.
- A full year of US History and Constitution Test is required for all students; Juniors who are abroad must still satisfy this requirement upon return.
- Junior Theme is required for all students; Juniors who are abroad must satisfy this English department requirement upon return.

STEP 4: Submit Official Transcript

Once you have completed your program, you are required to submit an Official/Sealed Transcript in order for credit to transfer to New Trier. **If you are studying outside the US, it is recommended that you request and take a sealed transcript home with you upon completion of your program.** Most schools within the US will mail a final transcript directly to New Trier upon your request.



INTENT TO STUDY ABROAD FORM

Student's Full Name _____ **ID#** _____ **Adviser** _____
(last) (first) (middle)

For students completing a semester or full year outside of New Trier for foreign exchange or other experience, with the intention of returning to New Trier, prior approval is suggested to ensure credit earned at the other school will meet requirements for courses upon your return and for progress toward graduation.

Home School	School Year	Withdrawal Date	Expected Return Date
New Trier High School - Northfield			
New Trier High School - Winnetka			
New Trier High School - NTLC			

Transfer School/Program					
School/Program Name	City/State/Country	School Year	Start Date	End Date	

Course Information: Please attach course descriptions for each course.

Course Department	Course Title	Course Length/Term		Grad Requirement (Office Use Only)
		SEM 1	SEM 2	

After obtaining all signatures, please submit this form - with course descriptions attached - to the Registrar's Office, Room 215, Winnetka.

Parent/Guardian _____	Date: _____
Adviser _____	Date: _____
Adviser Chair _____	Date: _____
Assistant Principal _____	Date: _____
Associate Principal for Academic and Administrative Services _____	Date: _____
District Registrar: _____	Date: _____

New Trier High School
Registrar
385 Winnetka Ave
Winnetka, IL 60093
Ph: 847-784-2212
Fx: 847-784-2094

OFFICE USE

Schedule Drop _____
Schedule Preserve _____

Official Transcript Rec'd
