

## Appendix D: PLAR PROCESS CHART

<b>School Level</b>
<b>1)</b> Orientation of Staff, Students, Parents to PLAR
<b>2)</b> Student meets with Guidance or Principal: <ul style="list-style-type: none"> <li>- Receives brochure, application package, and expectations of course.</li> <li>- Discusses process and requirements.</li> <li>- Notes return deadline for completed application package (<i>start of first semester</i>).</li> </ul>
<b>3)</b> Student Discusses with Parents
<b>4)</b> The student may indicate their wish to proceed with the process or decline
<b>5)</b> If the student decides to proceed, they must complete the application package and: <ul style="list-style-type: none"> <li>- Prepares credible evidence before the deadline.</li> <li>- Enters challenge on A.E.P.</li> </ul>
<b>6)</b> Student returns with application package, including evidence to the Principal by the deadline ( <i>last school day in December</i> ).
<b>7)</b> Principal consults with school PLAR team to determine whether there is sufficient evidence for application to proceed ( <i>January</i> ).
<b>8)</b> After determining if there is sufficient evidence: <ul style="list-style-type: none"> <li>- If yes, then proceed with moving to the board level.</li> <li>- If no, you have the option to proceed with an appeal.</li> </ul>

<b>Board Level</b>
<b>9)</b> Principal: <ul style="list-style-type: none"> <li>- Forward approved application package(s) to Board team for review by designated deadline (<i>end of first semester</i>).</li> <li>- Arranges for qualified teacher who will conduct assessment.</li> <li>- Makes student aware of date of assessment (<i>early to mid-April</i>).</li> </ul>
<b>10)</b> Principal records on interim tracking sheet as applicable.
<b>11)</b> Student prepares for assessment independently.
<b>12)</b> Student attends assessment day(s) and completes tasks.
<b>13)</b> Qualified teacher evaluates assessment task(s).
<b>14)</b> Qualified teacher reports to school Principal.
<b>15)</b> Principal: <ul style="list-style-type: none"> <li>- Issues credit and report form.</li> <li>- Records on Cumulative Tracking Form.</li> </ul>
<b>16)</b> The credit will either be granted or denied.
<b>17)</b> If the credit is granted, Guidance will insert the reporting form and tracking form(s) in the OSR. If the credit is denied, you have the option to proceed with an appeal.