



Andrada Polytechnic High School  
12960 S. Houghton Road, Tucson, AZ 85747  
Phone 520-879-3300  
Vail Unified School District

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## CREDIT RECOVERY

If your student failed a class, it needs to be retaken in order to earn the credit necessary to graduate. At Andrada High School we believe credit recovery should be **TIMELY** and **EFFECTIVE**. Students are not able to retake a course in a regular classroom because of overcrowding issues. We use an online program designed to match the standards of the course.

- Each semester credit recovery class costs \$75.00.
- Students on free and reduced lunch can receive a partial scholarship.
- If a student passes a class within the required time, the second class (taken within the same semester) is free. Only one free class per semester is permitted.
- All money is nonrefundable.
- Students will have 10 weeks to complete their courses.
- If the student discovers that he or she needs more time, a three week extension may be granted with the payment of a \$30.00 per class fee.
- Only one extension will be granted.
- Money is due at the time of registration. Checks can be made out to Andrada High School and turned in to the Bookstore.

If you have any questions about credit recovery, please contact Jim Livingston, our Credit Recovery Coordinator, at 879-3309 or at [livingstonj@vailschooldistrict.org](mailto:livingstonj@vailschooldistrict.org).

**PLEASE COMPLETE THE FORM BELOW, ENCLOSE PAYMENT, AND RETURN TO THE BOOKSTORE.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Course/semester to be retaken

\_\_\_\_\_  
Grade Level

\_\_\_\_\_  
Email

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_ Yes, my student receives free or reduced lunch (complete the enclosed scholarship form)



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**CREDIT RECOVERY  
SCHOLARSHIP REQUEST FORM**

Credit Recovery Scholarships are for students who receive free or reduced lunch. It is a partial scholarship that covers \$50 of the total cost of the class. The remaining \$25 is due at the time of registration. *If you have never applied for free or reduced lunch, forms are available in our front office or on the Andrada website.*

**PLEASE COMPLETE THE FORM BELOW AND TURN IT IN WITH YOUR  
REGISTRATION AND PAYMENT.**

My student received free or reduced lunch and is therefore eligible for the partial scholarship.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent Name

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FOR OFFICE USE ONLY

\_\_\_\_\_ (initial) F/R Lunch status verified on \_\_\_\_\_ (date)

\_\_\_\_\_  
Credit Recovery Coordinator Signature