



***How does the Credit by Demonstrated Mastery (CDM) process work in CCS?***

**Step 1:** Information regarding CDM and application process is shared with all students, families and teachers.

**Step 2:** Discussions and advisement with interested students at the school level are held to ensure information decisions are made regarding participation. Long-term implications are discussed to ensure full understanding. Students and families have the right to pursue the CDM process even if the school does not support the decision. An individual student based on his or her own motivation, or on a school personnel recommendation, initiates the process to earn CDM.

**Step 3:** Student and family completes the CDM Application, and returns it to the school counselor by the district deadline.

**Step 4:** District CDM Team reviews application and initiates the Multi-Phase Assessment process.

**Step 5:** Student completes Phase 1 Assessment to demonstrate foundational knowledge through a student examination, EOC, CT Post Assessment or a local exam.

**Step 6:** District Team review Phase 1 Assessment:

- If student does not meet minimum criteria, student and family is notified. CDM process ends.
- If student does meet minimum criteria, student and family is notified, and student moves to the Phase II part of the process

**Step 7:** Student completes Phase II Assessment to demonstrate deep understanding and application of content through a portfolio development process, developed by the district, to demonstrate content mastery.

**Step 8:** District Review Panel will review Phase II portfolios, schedule a time to meet with the student, and then make a recommendation to award, or not award credit. Students and families will be notified of the panel's decision.

**Step 9:** Students recommended for course credit will meet with school counselors to make appropriate course selections.

**Step 10:** Credit is entered on student transcript by the school.