COASTAL PLAINS HIGH SCHOOL
Course Completion Form (72 hour timeline to complete form requirements)

Student Full Name:

First	Middle	Last

To be Completed by Teacher

Course Title:

To be Completed by Teacher

Course Number:

To be Completed by Registrar

Course Start Date:

To be Completed by Registrar

Course End Date:

Teacher *(72 hour timeline begins after entering final course grade)*

All modules and coursework completed:

Course Final Grade

Print Teacher Name	Teacher signature	Date

Counselor

Next course on the schedule:

Course Title:

Course Number:

Print Counselor Name	Counselor Signature	Date

Registrar

Transcript and schedule in Edgenuity and IC updated:

Registrar Signature	Date

Site Director   [Data analysis spreadsheet](#)

Verification of all coursework, final grade and next course:

Print Site Director Name	Site Director Signature	Date

Revised 06/26/2003 This form and accompanying documents must be uploaded to the student's IC account under person documents.

Standard 4: Honesty - An educator shall exemplify honesty and integrity in the course of professional practice.