With administrative approval, students may receive credit for non-Bear Creek classes or instruction. Submit this form to your Division Head prior to beginning coursework outside of Bear Creek.

1. Please describe the coursework you plan to complete. Include name of course, name of credit granting institution, and number of hours of coursework that will be completed.

2. Please describe your reason for requesting to take an outside course.

Student Signature ___________________________________ Date ____________

Parent Signature ________________________________ Date ____________
(if student is under 18)

Administrative Use Only ☐ Approved ☐ Declined

Division Head________________________________________ Date ____________

Reverse side for administrative use.
Student Name ___________________________  Current Grade ______

To be completed when documentation of coursework had been completed and official transcript or formal documentation of instructional hours has been received.

**Change to Standard Course Plan**
*Describe changes, if any.*

<table>
<thead>
<tr>
<th>Year</th>
<th>School</th>
<th>Course</th>
<th>Credits Earned</th>
<th>Subject</th>
</tr>
</thead>
</table>

Change approved by ___________________________  Date __________

Title _______________________________________

**Add to Transcript**
*Attach transcript or formal documentation of instructional hours.*

Administrator ___________________________  Date __________

Title _______________________________________