

# Online Course Approval Procedures

Tesla STEM High School



1. Fill out and sign both attached forms (*Appendix C Form* and the *STEM approval form*) and return to your assigned school counselor via email:
  - Ms. Touran: Last Names **A-Kn** ([mtouran@lwsd.org](mailto:mtouran@lwsd.org))
  - Ms. Covington: Last Names **Ko-O** ([chacovington@lwsd.org](mailto:chacovington@lwsd.org))
  - Ms. Wescott: Last Names **P-Z** ([kwescott@lwsd.org](mailto:kwescott@lwsd.org))
2. Upon approval, you may register with your approved course and begin.
3. Upon course completion, you must order your **official transcript to be sent directly to STEM from the online provider**. **We cannot accept transcripts sent by students/families.**
  - Example: [BYU Independent Study – Order Transcripts](#) (electronic available- enter your counselor's email as the destination)
  - Example: [APEX Virtual School – Order Transcripts](#) (electronic available- enter your counselor's email as the destination)

**\*\*\*MATH ADVANCEMENT OR PRE-REQUISITE COURSE REQUESTS:** You must contact your assigned counselor for additional instructions and requirements such as placement testing and deadlines.

# Washington OSPI Approved Online Providers

Not sure where to start? View full searchable OSPI [Online Learning Course Catalog here](#)

Provider Website	OSPI Provider Overview
<a href="#">ACCEL Schools</a>	<a href="#">ACCEL Schools Provider Overview</a>
<a href="#">Accelerate Education</a>	<a href="#">Accelerate Provider Overview</a>
<a href="#">Apex Learning</a>	<a href="#">Apex Learning Provider Overview</a>
<a href="#">ASU Prep Digital</a>	<a href="#">ASU Prep Digital Provider Overview</a>
<a href="#">BYU Independent Study</a>	<a href="#">BYU Independent Study Overview</a>
<a href="#">cFitness Academy</a>	<a href="#">cFitness Academy Overview</a>
<a href="#">Connections Education</a>	<a href="#">Connections Education Overview</a>
<a href="#">EdisonLearning, Inc</a>	<a href="#">EdisonLearning, Inc Overview</a>
<a href="#">Edmentum</a>	<a href="#">Edmentum Provider Overview</a>
<a href="#">Excel High School</a>	<a href="#">Excel High School Overview</a>
<a href="#">Federal Way Internet Academy</a>	<a href="#">Federal Way IA Provider Overview</a>
<a href="#">FlexPoint Virtual School</a>	<a href="#">Flexpoint Virtual School Overview</a>
<a href="#">Graduation Alliance</a>	<a href="#">Graduation Alliance Overview</a>
<a href="#">Greenways Academy</a>	<a href="#">Greenways Academy Overview</a>
<a href="#">Imagine Edgenuity</a>	<a href="#">Imagine Edgenuity Overview</a>
<a href="#">Keystone School</a>	<a href="#">Keystone School Provider Overview</a>
<a href="#">Market Square Education</a>	<a href="#">Market Square Provider Overview</a>
<a href="#">Odysseyware Academy</a>	<a href="#">Odysseyware Academy Overview</a>
<a href="#">Pearson Virtual Schools</a>	<a href="#">Pearson Virtual Schools Overview</a>
<a href="#">Proximity Learning</a>	<a href="#">Proximity Learning Overview</a>
<a href="#">Red Comet</a>	<a href="#">Red Comet Provider Overview</a>
<a href="#">SchoolsPLP</a>	<a href="#">SchoolsPLP Provider Overview</a>
<a href="#">Spokane Virtual Learning</a>	<a href="#">Spokane Virtual Learning Overview</a>
<a href="#">Stride, Inc. (K12 Inc.)</a>	<a href="#">Stride, Inc. (K12 Inc.) Overview</a>
<a href="#">Stride Learning Solutions</a>	<a href="#">Stride Learning Solutions Overview</a>
<a href="#">Tacoma Online</a>	

<https://www.k12.wa.us/student-success/learning-alternatives/online-learning/approved-online-course-providers>  
(updated 2/13/2024)

# TESLA STEM ONLINE COURSE APPROVAL FORM

Complete & submit this form and Appendix C to your school counselor before registering for an out-of-district course.

1. Student Name: [ \_\_\_\_\_ ] Class of: [20\_\_\_\_]   
 Student Name

2. Course Requested: [ \_\_\_\_\_ ] [ \_\_\_\_\_ ]   
 Provider (APEX, BYU, etc.) Course Code & Full Title (e.g. HLTH041 - Health Ed. Pt. 1)

3. Are you requesting approval for this course to meet a *pre-requisite* for a future class at Tesla STEM?   
 Circle one: YES / NO If yes, which future class? \_\_\_\_\_

4. Are you requesting approval for this course to *replace a grade\** for a course you already took?   
 Circle one: YES / NO If yes, which class/semester? \_\_\_\_\_

**\*ONLY APPROVED EQUIVALENT COURSES MAY BE USED FOR GRADE REPLACEMENT\***

(e.g. a *non-honors* Alg. 2 course CANNOT replace the grade from an *Honors* Alg. 2 course)

**LWSD Replacement Credit Policy:** All historic attempted credits + grades will remain listed on the transcript; however, via grade replacement, the lower grade will no longer be calculated in a student's GPA.

5. Are you requesting to add this course to your official transcript and GPA\*?   
 Circle one: YES / NO

## Read and *initial* the following indicating that you understand and agree:

\_\_\_\_\_ **For pre-requisites:** I must finish the course and order the official transcript to be sent to my high school no later than August 20th in order to be considered for placement into the next sequential course. I understand that completion of a prerequisite requirement over summer does NOT GUARANTEE that there will be space in my requested subsequent course at my high school.

\_\_\_\_\_ **For Math Advancement:** There is a required math placement test that must be taken before approval can be granted to advance in math. The test will occur the last week of August. Details about the specific date/time will be posted on the school website by mid- August. Schedule changes will not be approved until the student has both submitted an official transcript showing completion of the pre-requisite course and completed placement testing.

\_\_\_\_\_ **For Athletes:** It is my responsibility to use the NCAA Eligibility Center to determine if an out of district course is an NCAA-approved core course (*only applicable for prospective collegiate athletes*)

\_\_\_\_\_ **For Graduation Requirements:** All courses required for graduation must be completed in full no later than MAY 15 of my senior year to ensure participation in June graduation ceremonies.

\_\_\_\_\_ All grades will be posted to my transcript using the **grading scale of the online provider**.

\_\_\_\_\_ All credits + grades listed on out-of-district transcripts received by Tesla STEM **are required by law to be posted to your high school transcript and cannot be removed** \*\**Unless the course was taken + completed prior to the first day of school of your 9th grade year.*

\_\_\_\_\_ I am responsible for monitoring my own progress in a course and I am responsible for ordering the final official transcript to be sent to my high school. I understand I will not receive reminders/progress-checks for this course from my high school counselor.

Student Signature: \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

**Appendix C**  
**Request for Acceptance of Out of District Credit**

Requests for acceptance of outside credit toward high school graduation may be submitted from a non-district public high school, an accredited private school, a post-secondary institution providing non college credit. Acceptance of such credits is limited to a total of 3 credits for courses offered by district high schools. In addition, classes may also be accepted if the student is not able to take the class in his/her high school because of scheduling conflicts, or because the class is not available in his/her high school.

**This form must be submitted and approved prior to the planned learning experience.**

**Student Name (please print)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Graduation Year** \_\_\_\_\_ **School:** \_\_\_\_\_

1. I am requesting approval for (please circle) .5 or 1.0 credit of \_\_\_\_\_

2. Name of credit provider: \_\_\_\_\_

3. Reason the course cannot be taken at a district high school:

4. Please attach a syllabus or other information for the course that includes the following:

- Objectives of the course (skills or concepts to be learned).
- Length of time spent in course and/or how credits are determined.
- Description of how student performance shall be assessed.
- Content outline of the course, major learning activities, and instructional materials used.

---

Student Signature

Date

---

Parent/Guardian Signature

Date

---

Action *(To be completed by principal/designee)*

☐ **Request for out of district credit approved.** *To complete the process the student must submit a transcript from the accredited school once the course is complete.*

☐ **Further information needed:**

☐ **Request for equivalency credit not approved. Reason:**

*Decisions of the principal or designee may be appealed to the superintendent or designee within 15 school days of the initial decision.*

---

Principal or designee

Date